Definition of Class
This is a supervisory position that supports the development and maintenance of the Mississippi Building Blocks project, through guidance and supervision to Early Childhood Mentors, who work on-site at assisting participating early childcare and education/toddler programs. Incumbent exercises independent judgment and a high degree of latitude, while working under limited supervision.

Examples of Work Performed
Communicates MBB program goals and objectives to Early Childhood Mentors, who work on-site at assisting participating early childcare and education/toddler programs to meet objectives.

Evaluates the progress of Early Childhood Mentors in meeting MBB program goals and objectives.

Develops data collection forms used in the supervision and evaluation of on-site Early Childhood Mentors.

Provides feedback and support to Early Childhood Mentors regarding classroom performance.

Provides guidance to Early Childhood Mentors in following lesson plans assigned by the MMB Coordinator.

Assists Early Childhood Mentors with developing and organizing 20 day intervention strategies for the improvement of early childcare and education/toddler programs.

Travels throughout Mississippi to participating early childcare and education/toddler centers and provides direct, on-site supervision to Early Childhood Mentors 2-3 times per 20 day intervention period.

Attends staff meetings as scheduled by the MBB Coordinator.

Communicates at least weekly with all Early Childhood Mentors for the purpose of providing updates and resources to assist them in meeting program goals and objectives.

Provides weekly reports to the MBB Coordinator regarding the progress of Early Childhood Mentors.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides support and feedback to Early Childhood Mentors regarding classroom performance
2. Assists in development of improvement plans for participating early childcare and education/toddler programs.
3. Communicates with the MBB Coordinator regarding the progress of Early Childhood Mentors in meeting program goals and objectives.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is frequently required to stand; walk; and sit.

Experience/Educational Requirements:

Education:
Bachelor’s Degree in Early Childhood Education or Child Development from an accredited college or university

AND

Three years experience in teaching in preschool or infant toddler classroom required.

AND

Licensure:
Incumbents must possess a valid driver’s license.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.