Early Childhood Mentor

Definition of Class
This professional position supports the development and maintenance of the Mississippi Building Blocks project. The incumbent implements instructional teaching strategies with early childhood teachers throughout Mississippi to improve overall instruction and interaction with young children. Position reports to the Early Childhood Supervisor.

Examples of Work Performed
Travels to participating childcare centers and presents project details to staff and obtains contractual agreements.

Gathers education materials for childcare centers and follows lesson plans as assigned by MBB Executive Director.

Gathers and track data in accordance with an identified evaluation plan.

Participates in supervision and peer support as offered for individuals working in this capacity.

Conducts group meetings with child care center staff members to explain MBB essential components.

Writes and submits daily reports with documentation of daily events and program progress to the Director and Coordinator.

Coordinates and presents Parent Meetings and implements Parent Program.

Attends monthly training sessions in Jackson to obtain updated training information and materials.

Maintains confidentiality.

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. Analyzes and adapts intervention program to meet needs of childcare centers throughout Mississippi.

2. Provides assistance to childcare centers through role modeling of best practices.


4. Plans, schedules and coordinates daily events to meet monthly 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 occasionally 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

Experience:
Three (3) years of experience related to the above described duties.

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.

Rev. 09/22/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. 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.