

JOB VACANCY

Position: Early Childhood Professional Development Coach

Location: Allen County

Hours: 7:30 – 4:30, Monday - Friday

Starting Salary Range: \$16.73 – 18.23/hour

JOB SUMMARY

This position has primary responsibility for the mentor program; intensive based coaching for teachers and teacher assistants, for facilitating staff education needs and its tracking, and for providing support for the monitoring of Brightpoint Head Start sites. Responsible for assisting in organizing, executing, facilitating, and directing the necessary functions to ensure a quality comprehensive child development program for Head Start children and families across the program.

JOB DUTIES

1. Responsible for assisting in monitoring the implementation of Head Start Performance Standards, NAEYC criteria, Licensing requirements, policies, procedures and guidelines in the day-to-day operation of the Head Start Program
 2. Assist the Brightpoint Head Start Education Manager with ensuring that there is a quality Early Childhood Education program at all Brightpoint Head Start sites
 3. Provide mentoring for Head Start education staff
 4. Provide intensive based coaching for identified teacher and teacher assistants assuring opportunities for observation and feedback
 5. Provide modeling opportunities for teacher and teacher assistants receiving intensive based coaching
 6. Facilitate and monitor the "new education staff" mentoring program
 7. Facilitate, monitor and track education staff education/degree requirements including providing TEACH information and follow-up to education staff
 8. Attend TEACH bimonthly meetings
 9. Responsible for completing required program reports
 10. Ensure that confidentiality is respected and maintained at all times
 11. Implement Brightpoint Values at all times
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SKILLS AND QUALIFICATIONS

1. Must possess a Bachelor Degree in Early Childhood Education, its equivalent, or related field
 2. Knowledge of supervisory techniques with two years of supervisor experience preferred
 3. Must possess strong written and verbal communication skills
 4. Two years' experience working with young children
 5. Must be able to work with minimal supervision; be self-motivated, attentive to detail, well-organized, dependable, productive, and function well under deadlines and multiple priorities
 6. Must become CPR and First Aide Certified within twelve (12) months of employment
 7. Must have a valid Indiana driver's license and access to dependable transportation
 8. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance
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DATES FOR INTERNAL/EXTERNAL POSTING: October 26, 2021 – until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213
APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN
8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.