**Kids Are First, Inc.**
2208 N. 1st Street/ PO BOX 1378
Carrizo Springs, TX. 78834
Ph. 830 876-9265/Fax 830 876-9285

Position: Mentor Teacher
County: Maverick
Full-Time Regular Exempt
Date Open: 08/23/2021
Date Closed: Open until fill

This position overseas all classroom environments to ensure that the health and safety of children (Early Childhood 0-3) and support the intentionality of positive teacher child interactions for greater child outcomes.

## DUTIES AND RESPONSIBILITIES OF THE POSITION

Duties of the position are described in major functional areas listed below. Additional duties may be assigned.

- Conducts classroom observations.
- Provides coaching and mentoring to teaching staff.
- Provide classroom management support
- Conducts CLASS observations
- Attends all workshops and meetings as deemed necessary by the immediate supervisor.
- Responsible for understanding Head Start Performance Standards and local child care licensing regulations.
- Positively promotes Head Start in the community.
- Becomes thoroughly familiar with KAF Employee Handbook, Operations Manual, KAF Policy and Procedures, resources and adheres to them.
- Maintains strict confidentiality with respect to Kids Are First, Inc., children, families and staff in accordance with established policies and procedures.
- Performs other duties as assigned.

## LANGUAGE SKILLS

Bilingual preferred (English/Spanish or English or other language present in the local area).

## EDUCATION AND EXPERIENCE

- A minimum of baccalaureate degree in early childhood education or a related field and experience in Early Childhood;

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- A baccalaureate or advanced degree in any field and *coursework** equivalent to a major relating to Early Childhood Education

## PHYSICAL DEMANDS AND WORKING CONDITIONS

- Must be able to lift up to 45 pounds.
- Some exposure to communicable diseases.
- Noise level in work environment may be moderate to loud.
- May require travel within the service area and out of state.
- Work is typically performed in a classroom setting and some office work required.
- Some evenings and weekend work may occasionally be required.

## EMPLOYEMENT CONDITIONS UPON RESULTS OF THE FOLLOWING

- Criminal history clearance central registry, DPS and FBI clearance
- Successful Physical Capacities Examination and TB screen results.
- Must have reliable transportation and if/when using own vehicle must have minimum automobile coverage required by state.
- To drive agency vehicles must have a valid driver's license and be insurable by the KAF, Inc. insurance carrier and have a Motor Vehicle Record acceptable to KAF, Inc.

## DISCLAIMER

- This job description in intended to convey information essential to understanding the scope of this position. Nothing in the job description restricts KAF, Inc.'s rights to change, assign, or re-assign duties and responsibilities at any time for any reason.

**Apply AT:** Kids Are First, Inc., located at 2208 North 1st Street, or mail to Pat Dominguez, HR, P.O. Box 1378, Carrizo Springs, TX 78834 or email to hr@kafhs.org or by contacting the MRG Workforce Solutions 1200 Ferry St., Eagle Pass, TX 78852