



## **INTERLAKE CHILD CARE and LEARNING CENTER**

### **JOB TITLE: Mentor Teacher**

#### **About Us:**

Interlake Child Care and Learning Center is a nonprofit (501c3) child care center with a 30+ year history. We are dedicated to creating an inclusive and vibrant community of families with young children (ages 2 months to 5 years). As an employer, Interlake strives to be a place where teachers and staff members of the highest caliber develop their skills and advance their careers in early learning.

#### **SUMMARY OF RESPONSIBILITIES:**

The mentor is an exemplary teacher who facilitates and coaches a teaching team while fostering a safe and caring classroom environment. S/he nurtures positive relationships with Interlake's children, families, and staff, encourages children's social and emotional development, and leads and trains classroom staff.

The mentor shares Interlake's philosophies about play-based curriculum, peaceful conflict resolution, and positive child guidance. The mentor insures that the school's philosophy is implemented throughout the classroom interactions, attitudes, and activities by the teaching staff.

#### **REQUIRED QUALIFICATIONS:**

##### **Education:**

- A.A. in early childhood education/development OR
- B.A. in any field with at least 12 credits in early childhood education or child development and a willingness to plan towards further ECE education

##### **Experience**

- Two or more years as lead teacher in an early childhood classroom with the relevant age group
- Experience leading a team and building curriculum (or similar project)
- Exemplary teacher in positive child guidance, scaffolding learning, and DAP
- Experience or relevant coursework in child assessment/developmental screening

##### **Skills**

- Strong interpersonal skills – be able to listen to and consider multiple viewpoints before reaching a final decision



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- Establishes trust within classroom team and guides team through changes as needed
- Shares responsibilities and delegates as necessary
- Coaches directly as well as models effective teaching and teamwork skills
- Varies leadership to the skill level of the staff
- Capable of mediating between staff as first line of support
- Shows integrity and maintains confidentiality
- Maintains a calm and positive atmosphere in the classroom
- Maintains and models professionalism towards staff and parents
- Stays aware of staff training needs and offers suggestions for trainings
- Keeps notes for staff evaluations and participates in annual evaluation process
- Strong written and verbal skills
- Knows and communicates reasons for state/NAEYC standards and established classroom rules
- Knows when to use outside consultants for children whose needs are outside the norm

### **Responsibilities:**

- Organized in regards to necessary paperwork, budgeting
- Uses good time management skills
- Flexibility in work hours when necessary to establish training for staff
- Analyzes and, as needed, re-arranges the physical environment of the classroom
- Implement recommendations of education specialists
- Leads in emergent curriculum planning
- Point person for the classroom for staff and parents.
- Has strong knowledge of and stays apprised of changes in WACs and NAEYC standards
- Stays informed about the latest developments in ECE
- Attends events

### **DESIRED QUALIFICATIONS:**

- BA in ECE or equivalent (BA +36 ECE credits)
- Has organized conferences with parents, using a comprehensive and on-going approach to collecting necessary observations and reports for each child
- General knowledge of technology
- Strong knowledge of Creative Curriculum

### **PAY AND BENEFITS**

- \$17-20.00 an hour
- Platinum-level medical plan



## **INTERLAKE CHILD CARE and LEARNING CENTER**

- Dental insurance
- 20 days paid time off annually, plus 11 paid holidays
- Paid lunch breaks
- Paid planning times and weekly classroom and mentor meetings