



Job Description Peer Mentor



Hours: 6-9 hours per day

Education/Experience Requirements:

- Meet all state licensing minimum age and education requirements.
- High School Diploma or equivalent
- Completed ECED 1110, 45 hour class or equivalent
- Holds or is working toward a BA Degree in Early Childhood Multicultural Education (or higher).
- Complete knowledge of all State Licensing Requirements and Regulations.
- Complete knowledge of CACFP requirements.
- Complete knowledge of TLC Development Centers' policies and procedures.
- Familiar with NM PreK Program Standards, policies, procedures, and requirements.
- Familiar with all FOCUS instructional strategies
- Working knowledge of educational trends and various learning styles
- Legal knowledge in the areas of center management and operation
- Computer literate in MS Office or similar programs, ProCare desktop and Engage App, Adobe, and other software as needed.
- Current First Aid, CPR and Blood Bourne Pathogens Certification

Physical Demands:

- Will frequently lift or move average weight; as in lifting, carrying, and holding, infants and children.
- Will occasionally lift or move average weight in awkward or difficult positions.
- Required to stand up to 75% of the work day
- Must be able to professionally interact with children, their parents, and teachers on a daily basis.
- Able to physically and mentally react immediately to unexpected circumstances.
- Meet the emotional, social, cognitive, and physical needs of the children, their parents, and the educators.

Detailed Job Description:

- Travel to other schools may be required
- Develop and implement a New Hire Orientation to fully prepare new teachers to succeed in their classrooms.
- Develop guides and other support materials necessary for the program.
- Provide assistance to teachers who are having difficulties in their classroom.

- Support and implement philosophies in both the classroom activities and routine conversation.
- Provide a positive environment
- Encourage Assistant Teachers and Floaters to contribute to curriculum planning
- Coordinate field trips and community outreach
- Provide each teacher with opportunities for individual development
- Is aware of inappropriate discipline, child abuse, or neglect; whether it occurs at the Center or we suspect it occurs elsewhere
- Properly reports any and all incidents of abuse, neglect, or therein to Management, ECECD Licensing and/or CYFD Protective Services - whichever is appropriate.
- Model effective teaching techniques for Curriculum planning and implementation
- Provide support with curriculum innovation that meets the needs of all learners at all TLC Development Centers' locations.
- Assists teachers with developing effective professional development plans and setting SMART goals
- Provide upper management and directors recommendations for overall center and/or classroom improvements
- Provide other assistance as needed
- Responsible and accountable for remaining in budget for all implemented programs.

Personal Characteristics:

- Outgoing and resourceful
- Ability to think 'outside the box'
- Has the ability to work with all TLC Development Centers educators, directors, upper management, and families.
- Must demonstrate highly effective people skills as well as classroom management skills
- Able to multitask
- Able to quickly respond to and assess any arising situation
- Maintain confidentiality
- Able to adapt to ever changing environments, accepts constructive feedback, and implements appropriate action.
- Enthusiastic learner - constantly looking for new information relating to Early Childhood Education.
- Is flexible to the daily business demands of the Center, including scheduled working hours and room assignments

Additional Responsibilities

- Ask for help and assistance when needed
- Maintain positive and supportive business, licensing, regulatory relationships
- Work in harmony with other Center staff and show enthusiasm toward your job
- Handle both routine and difficult situations with a calm response
- Provide positive customer service to ALL visitors at ALL times.
- Establish and maintain rapport with teachers and families.
- Perform community outreach and utilize community resources to increase business relationships for TLC Development Centers and the families we serve.
- Other duties as needed. These may include, but are not limited to: washing dishes, taking out trash, covering for other staff, answering the phone and taking messages, cleaning out storage closets, etc.

I, _____, have read, and I understand my job description here at TLC Development Centers.

Employee Signature _____ Date: _____

Director Signature _____ Date: _____