

**Position:** Texas Rising Star Program Mentor/Assessor

**Job Status:** Grade 10, Step depending on experience and qualifications

## **I. General Responsibilities:**

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work and maintain confidentiality of client/agency information as required by State and Federal laws, appropriate regulations, and professional practice standards.

## **II. Minimum Qualifications:**

- Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science;
- Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or
- Associate degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program, with preference given for required experience with a provider that is accredited or TRS certified.
- One year of full-time early childhood classroom experience in a child care, Early Head Start, or prekindergarten through third grade school program.

### **Demonstrated Knowledge**

- Best practices in early childhood education
- Understanding of early childhood evaluations, observations, and assessments for both teachers and children
- ITERS, ECERS-R, FCERS, TBRS, CLASS, or other assessment tools

### **Preferred Knowledge**

- Understanding of TRS Certification Guidelines and the minimum standards of Texas child care licensing

- Bilingual (English and Spanish speaker)
- Ability to relate to individuals from culturally diverse backgrounds
- Microsoft Word and Excel, Internet, and comfortable using e-mail and entering data on a PC tablet
- Detail oriented with strong oral and written communication skills
- Basic administrative skills, including recordkeeping and use of a computer for data management and professional communication

### III. Specific Responsibilities:

Will be responsible for working with childcare providers in the six (6) counties HOT Workforce Child Care service delivery areas. Counties include: Bosque, Hill, Falls, Freestone, Limestone and McLennan. Completely knowledgeable concerning local, state, and national requirements, standards, and guidelines for child care programs serving children aged birth through 13 years.

1. Will work to recruit providers to participate in the Texas Rising Star Program
2. Will work towards moving providers from deferred status, 2 Star, and 3 Star status in the Texas Rising Star program towards 4 Star status or National Accreditation.
3. Provide technical assistance and model developmentally appropriate practices to providers.
4. Conduct site visits to observe classroom teachers in their child care setting.
5. Observe, record and assess candidate performance.
6. Complete reports detailing site visits and observations taken.
7. Assist in ordering materials and resources for providers through Quality Initiative funds.
8. Participates in required annual professional development and continuing education consistent with child care licensing minimum-training requirements for a center director.
9. Follow all TRS Quality Assurance best practice standards.

**Immediate Supervisor:**      **Provider Services Manager**

**Date of Approval** \_\_\_\_\_