
Auburn University Job Description

Job Title:	Family Child Care Mentor	Level I	Grade OP06 \$34,500 - \$51,800
Job Code:	CA13	Level II	Grade OP07 \$37,900 - \$56,900
FLSA status:	Exempt	Level III	Grade OP08 \$40,100 - \$64,200

Job Summary

The Family Child Care Mentors works directly with childcare providers and families participating in the Early Head Start Program.

Essential Functions

1. Teaches, plans, implements, and evaluates research based educational programs and information to improve the lives of low income, under-resourced families and children participating in the Auburn University Head Start Program and the Accreditation Facilitation Project.
2. Recruits family child care providers to enroll in the Family Child Care Partnerships Accreditation Facilitation program and Early Head Start Program.
3. Works with assigned family child care providers to establish and maintain a safe, healthy learning environment, including supervision of children. Collaborates with and supports family child care providers and families to implement sound family life practices, extend learning into the home, and connect with community partners to improve quality child care.
4. Generates and analyzes assessments in order for the Accreditation team to implement changes as needed to contribute to continuous quality improvements. Documents family child care provider and children's progress through ongoing observation and direct assessment activities; uses that data to plan and individualize curriculum.
5. Documents work goals, progress, and assessments with each provider on the mentor's caseload. Ensures documentation is submitted in a timely manner.
6. Collaborates with partner agencies and other groups that support families and children in order to achieve positive outcomes for children of all abilities. May collaborate with partner agencies to establish and develop community resource programs where needed.
7. Develops tools and systems for managing, tracking, monitoring, analyzing, and reporting family engagement outcomes.
8. Completes and maintains appropriate records for each participating provider.
9. Performs other related duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Child Development, Early Childhood Education, Human Development and Family Studies, or related field that includes specific coursework in working with children and families.

Focus of Experience

Experience in community-based education, program planning, implementation, or evaluation.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of child development, human development and family studies, and adult education. Knowledge of general office operations. Knowledge of family child care best practices and family advocacy principles. Knowledge of program planning, implementation, and evaluation.

Certification or Licensure Requirements:

Valid Driver's License.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/14/2020
