AUBURN
Human Resources

Family Child Care Mentor III

Job Description

JOB INFORMATION

Job Code	CA13C
Job Description Title	Family Child Care Mentor III
Pay Grade	OP08
Range Minimum	$45,480
33rd %	$54,580
Range Midpoint	$59,130
67th %	$63,670
Range Maximum	$72,770
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/14/2020

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Assistance Programs

JOB SUMMARY

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

RESPONSIBILITIES

- 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.
- Recruits family child care providers to enroll in the Family Child Care Partnerships Accreditation Facilitation program and Early Head Start Program.
- 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.
- 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.
- Documents work goals, progress, and assessments with each provider on the mentor's caseload. Ensures documentation is submitted in a timely manner.
- 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.
- Develops tools and systems for managing, tracking, monitoring, analyzing, and reporting family engagement outcomes.
- Completes and maintains appropriate records for each participating provider.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	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.	and	4 years of	Experience in community-based education, program planning, implementation, or evaluation.	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.