

To College Council October 14, 2014

Job Description/Title: EARLY CHILDHOOD EDUCATION LAB MENTOR
Approved, Bargaining Unit President:
Approved, MPC Associate Dean, Human Resources:
Board Approved

MONTEREY PENINSULA COLLEGE

EARLY CHILDHOOD EDUCATION LAB MENTOR

JOB SUMMARY

Under general direction of the Child Development Center (CDC) Director, coordinate lab classrooms and equipment. Prepare environments for daily lab school activities and prepare materials for assigned areas for Early Childhood Education Department (ECED) students. Receive limited supervision from Lab School Director with collaboration of faculty for assigned area within a broad framework of standard District policies and procedures. Perform varied support activities, and related work assignments as required to prepare appropriate learning environments and mentor ECED students in understanding and implementation of Developmentally Appropriate Practices (DAP) to support children's development.

Examples of Functions

Essential Functions

1. Design, prepare and set up environments for daily lab school activities according to National Association for the Education of Young Children (NAEYC) DAP guidelines and state regulations that align with instructional outcomes prepared by faculty to support ECED students and children.
2. Organize and maintain lab school classrooms, classroom kitchens, indoor/outdoor storage areas, and offices.
3. Maintain ethical code of conduct in compliance with the NAEYC, Title 5, Education Code, and FERPA.
4. Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
5. Establish and maintain positive, professional relationships with students, children, families, colleagues and community members.
6. Clean, safely store, organize, maintain, and record inventory of laboratory classrooms and materials including, but not limited to proper labelling and dilution/concentration of sanitizing chemicals. Inspect and report equipment and/or supplies needing repairs or replacement. Sanitize materials in accordance with state regulatory agencies and USDA food program guidelines and regulations.
7. Conduct and support environmental and child assessments in accordance with state regulatory guidelines.
8. Develop and conduct parent/teacher conferences and lesson plans which include mentoring of ECED students and Early Childhood Assistants.

9. Coordinate Early Childhood Assistants, ECED students and work study students; provide appropriate safety training; maintain records of training, model best practice in Early Childhood lab school programs.
10. Mentor Early Childhood Assistants as needed to ensure all curriculum, environments and practices align with ECED program philosophy.
11. Mentor ECED students by providing support with assignments and guidance on best practice in relation to assignments associated with or conducted in the ECED lab.
12. Mentor meal times for ECED assistants and students as needed; ensure proper meal counts and follow CACFP (food program) guidelines.
13. Communicate with the Director and ECED Instructor on issues and needs regarding ECED students and lab classrooms.
14. Operate a computer and applications to support the CDC operations, including but not limited to Desired Results Developmental Profiles, and ECED program. Assist all staff and students with technology and computer use in the classroom.
15. Promote safe laboratory conditions and practices per state guidelines; follow all standard safety procedures during work; recognize/help rectify any potential safety problems by performing routine inspections of equipment and the laboratory environment.
16. Plan and monitor lab related activities to support student learning outcomes and completion of ECED course assignments which model and support DAP and support Early Childhood workforce development.
17. Participate in department and/or division meetings and assist faculty in laboratory related assignments, instructional equipment requests and program review.
18. Oversee laboratory bulletin boards and display cases and other displays as instructed.
19. Assist in the development of new laboratory procedures; serve as resource person to instructors; recommend laboratory equipment and supplies.
20. Participate on committees as required.

Other Duties

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example: Bachelor's degree (B.A.) in Early Childhood Education or related field and (5) five years working in a Title 5 program with recent experience supervising or mentoring adults which provided specific demonstrable knowledge of and skills in the area. Must possess or be able to obtain within the first (3) three months of employment a Site Supervisor Permit from the State of California Department of Education as required by Title 5. Must possess a certification in Infant/Toddler Child CPR and First Aid and demonstrate completion of Observing and Assessment course at the time of employment.

Knowledge

Knowledge of: Early Childhood Education best practices such as: NAEYC guidelines and position statements, Title 5 regulations, Title 22 regulations, Title 5 required assessment tools, support of specialized equipment and materials to be used in the assigned area; appropriate responses to laboratory situations as required by Title 5 and Title 22 health and safety mandates and MPC Lab School Procedural processes outlined in the CDC staff handbook; basic needs and

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requirements of students in the area to which assigned; mentoring for group and individualized instruction; computer applications including word processing, Desired Results Developmental Profiles assessment tool app, District online platform, District email, and other technologies needed to fulfill the requirements of the job.

Abilities

Ability to work with independently with little supervision; prioritize tasks and multitask; carry out oral and written instructions; use specialized instruments and equipment; perform demonstrations in assigned area; communicate effectively in both oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding, patient, and receptive attitude toward all learners (students, lab assistant teachers, children and parents); use appropriate and correct English spelling, grammar, and punctuation; accurately and effectively use word processing and database management and other software programs as needed to fulfill the requirements of the job; learn and successfully use new technology; and obtain, renew and/or maintain required permits.

Physical Effort/Work Environment

Moderate to heavy physical effort; frequent standing and walking; periodic handling of parcels or supplies and/or children up to 50 lbs. Work environment includes indoor/outdoor work with periodic exposure to environmental extremes; some exposure to hazardous chemicals; occasional climbing of ladders and overhead work.

Work Schedule

Work schedules vary due to need of lab schedule to support students and maintain Title 5 and Title 22 ratios. Management reserves the right to change schedule as needed.

Licenses and Certificates Required

- Valid California Driver's license in appropriate class for vehicle(s) used.
- Valid State of California Department of Education Site Supervisor Permit
- Valid Red Cross or American Heart Association Infant/Toddler/Child CPR certificate
- Qualified First Aid certificate per Title 5

Pre-employment Requirements

- At least 18 years of age
- Complete fingerprinting and receive criminal record clearance prior to the first day of employment.
- Submit proof of negative TB test and Health Screening completed not more than 1 year prior to or 7 days after employment.