

**APPLY IN PERSON AT:**  
Human Resource Department  
t909 Packerland Drive  
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900  
Fax: (920) 496-7490  
Job Line: 1-800-236-7050

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

### **JOB DESCRIPTION**

**POSITION TITLE:** Mentor Coach  
**POSITION NUMBER:** 02344  
**DEPARTMENT:** Head Start/Early Head Start  
**LOCATION:** 2801 W Mason St Green Bay WI  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Director  
**SALARY:** E02 \$30,220/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** September 8, 2017  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** September 15, 2017  
**Proposed Start Date:** As Soon As Possible

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#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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#### **POSITION SUMMARY**

This position will work directly with teachers and home visitors to build the skill sets and strategies needed to support the children in the development of their school readiness skills. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Establish and maintains a positive, trusting, supportive relationship with teaching/home visiting staff and parents.
2. Reviews CLASS results to develop individualized mentoring plans for identified teachers.
3. Assess all teachers/home visiting staff to identify strengths, areas of needed support, and which staff would benefit from intensive coaching
4. Engages teachers/home visiting staff in reflection and planning to improve their interactions, planning, and child outcomes.
5. Provides opportunities for intensive coaching to teachers/home visiting staff to be observed, receive feedback, and modeling of effective practices directly related to their performance goals.
6. Assist teaching staff in finding solutions when problems arise by defining the problem and selecting strategies for remedying the situation.
7. Assists in the planning, coordination, and implementation of orientation, in-service and training of teaching staff using the Head Start Program Plan, policies and procedures, and other appropriate resources.
8. Provide ongoing communication between the coach, program director, education manager, and home visitor manager.
9. Demonstrates practices of modeling, reflective practice, and individualizing.
10. Investigate and utilize appropriate and available resources to enhance the quality of the program operation and necessary services for children and families.
11. Provides ongoing information on professional development activities and learning resources.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear.
2. Occasionally stand; and stoop, kneel, crouch, crawl, lift and/or move up to twenty-five (25) pounds.

**JOB DESCRIPTION**  
**Mentor Coach**  
**Page 2**

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: (Cont.)**

3. Work is generally performed in an office or classroom setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Knowledge of and complying Head Start Department policies and procedures and applicable laws and regulations.
2. Knowledge of early childhood development, diet, and nutrition guidelines.
3. Knowledge of the principles, practices and methods of preschool curriculum development.
4. Knowledge of department organization, functions, objectives, policies and procedures.
5. Skill in providing clarification, and asking questions when tasks are unclear.
6. Skill in problem solving, human relations, and time management.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
11. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Master Degree in Early Childhood Education, Human Relations or related field plus four (4) years working in an early childhood setting
2. Two (2) years of experience with computers, including, Microsoft Word, Excel.

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Bachelor Degree in Early Childhood Education, Human Relations, or related field plus a combination of two (2) years working in an early childhood setting, mentoring, and/or equivalent combination of education and experience.

**ITEMS TO BE SUBMITTED:**

1. Must provide a copy of diploma, license, degree or certification upon employment.