



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>*LIMITED POSITION:</b>	Coordinator - Early Childhood Mentor for the RI Early Childhood Education & Training Program
<b>LOCATION:</b>	Human Services Department Primarily located at the Warwick Campus
<b>REPORTS TO:</b>	Program Coordinator
<b>GRADE:</b>	CCRIPSA 10
<b>WORK SCHEDULE:</b>	Non standard, 35 hours per week

**COMMUNITY COLLEGE OF RHODE ISLAND:**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

**JOB SUMMARY:** To mentor students who are actively enrolled in the RI Early Childhood Education and Training Program (RIECETP) as well as Child Development Associate Candidates (CDA).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- To achieve the goal of creating a collaborative and constructive relationship that increases the skillfulness of the student and the quality of the early care and learning experience of the children in the mentee's care.
- Observe mentee/mentees and provide feedback at a minimum of every three weeks.
- Formally observe mentee/mentees in the classroom setting and meet during a time of "non-child care duties" for one hour per month or more if deemed necessary.
- Incorporate topics such as child growth and development, curriculum, environment and best practices.
- Develop a relationship with center director or supervisors' to provide ongoing communication regarding the mentee's progress, and to offer any additional support and guidance to the mentee that the center director or supervisor may identify.

**Knight Campus**

- Mentors will encourage and continuously support the mentee/mentees in identifying and implementing best practices through the use of reflective practice, academic support, planning, and discussion of the connection between coursework and classroom practice.
- Mentors will attend monthly meetings with the Program Coordinator to discuss student progress, recommendations, etc.
- Maintain mentee reports on a monthly basis, plan of action, recommendations and act as a liaison, advocate, and resource person for their mentees.
- Assist mentees in developing effective self-advocacy and leadership skills.
- Active and continuous participation in professional development.
- Assist in recruitment of grant students and center-based and family home care providers.
- Assist in recruitment of Child Development Associate candidates.
- Demonstrate commitment to the community college mission and its diverse student populations.
- Strong communication, organizational and interpersonal skills and a collaborative approach to working with students, colleagues and the early childhood community.

#### **LICENSES, TOOLS AND EQUIPMENT:**

- Must have access to and use of own transportation.
- Must be able to use a personal computer and related software.

#### **ENVIRONMENTAL CONDITIONS:**

- This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

- Master's degree in Early Childhood Education required.
- Certification in Early Childhood Education – Pre K to Grade 2.
- CLASS Certified/Reliable Required.
- Experience and knowledge of the CDA process.
- Completion of RIELDS Level II required.
- At least 3 years of mentoring and coaching experience required with adults.
- Working Knowledge of Adobe InDesign, Boardmaker and Microsoft Office Suite.
- Ability to demonstrate a working knowledge of RI Workforce Knowledge Competencies.
- Travel to multi-campus locations, center-based and family home care providers.
- Experienced in facilitating vetted trainings and workshops.
- Finalists are required to provide official college transcripts.

**\*This position is grant-funded and limited to 12/31 with the possibility of extension.**

#### **CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ehcanning@ccri.edu](mailto:ehcanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:  
<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

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