



## Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

### Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
  - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
  - *We provide **Education for the Future!***



We are seeking a **Mentor Teacher** for our early learning centers located in Denver, CO. This position is a regular **Full-Time Year-round** position. This position is eligible for benefits following the plan eligibility requirements; medical, dental, vision, and supplemental benefits, 401k as well as a generous paid time off allowance.

### DUTIES & RESPONSIBILITIES

- Reviews and observes classrooms to ensure that a comprehensive, multi-cultural program of child development that meets Head Start Performance Standards and State Quality Educational Standards is provided in their assigned area.
- Collects and reviews weekly lesson plans to ensure they reflect standardized themes and provides feedback to each classroom Teacher on content and structure.
- Reviews and observes execution of daily lesson plans in response to children's needs and interests based upon data obtained from Teaching Strategies Gold (TS Gold), Classroom Assessment Scoring System (CLASS), Ages & Stages Questionnaires (ASQ) and/or Parents Evaluations of Development (PEDS).
- Monitors student outcomes and provides guidance on how to incorporate student needs into the lesson plans to ensure differentiated and individualized instruction occurs.
- Demonstrate knowledge of Individualized Education Programs (IEP's) for children with special needs and reviews and ensures alignment of teaching strategies/lesson plans for relevance to the needs of each child.
- Conducts classroom observations according CLASS standards twice per year.

- Conducts classroom site-visit and observation once per month.
- Provides direct feedback to classroom staff within one-week of the classroom observation.
- Provides classroom observation data and analysis along with the Lesson Plan Weekly Review form to the Center Supervisor.
- Meets with Center Supervisors and provides reports monthly which review classroom quality of services observed and areas in need of improvement.
- Reviews individualized planned activities for each child including goal setting based on identified needs and recommendations for objectives and activities to meet established child outcomes.
- Reviews Teacher and Teacher Assistant Professional Development Plans (PDP) and provides resources and feedback for continued progress.
- Provides direct training and/or locates external resources for educational staff training as requested by Center Supervisors, including but not limited to, TS GOLD.
- Reviews classroom data from TS Gold and CLASS and provides analysis to Center Supervisors regarding outcomes for both the classroom and children.
- Works directly with the Teacher and Teacher Assistant to implement improvements based upon the data and analysis obtained from CLASS and TS Gold.
- May be required to assist in the developmental screening and assessing of children using the approved developmental tools based upon Head Start and child care licensing regulations.
- Demonstrates knowledge and understanding of all federal, state and local health and safety regulations pertaining to center and classroom environments, and Teacher responsibilities for a safe and healthy classroom.
- Demonstrates knowledge of fire drill and emergency preparedness and response procedures for their center.
- Represents the Agency in all local Early Childhood Councils and any other ECE advisory groups.
- May be required to assist in the classroom to fulfill Teacher duties in the event a Teacher is out and a viable Substitute is not available (cannot exceed 8-hours per month).
- Takes an active role in the promotion of RMSER's programs and participates in community outreach functions that promote child enrollment and recruitment processes (ERSEA).
- Instructs, guides, and works effectively with the volunteers assigned to the classroom, providing on-going verbal and written feedback.
- Serves as a positive role model for children and families and actively promote an inclusive as children acquire readiness skills for kindergarten.
- Demonstrates responsible, nurturing and professional behavior at all times.
- Maintains confidentiality in regard to staff, children and family information.
- Demonstrates commitment to mission, core values and policies in the performance of daily duties.
- Seeks out continued professional development opportunities so as to keep skills, methods and knowledge of ECE current and relevant. Must have a current Professional Development plan in place at all times.
- Responsible for monitoring and maintaining position credentials as required for their position.
- Builds a positive rapport with the children, families, team members and volunteers.
- Other related duties as assigned.

### **EDUCATION REQUIREMENTS**

- A minimum of an Associate's degree in Early Childhood Education.
- Must be current CLASS Reliable, Teaching Strategies Gold Reliable (TSG Reliable), and Child

- Development Associate - Professional Development Specialist (CDA - PDS).
- Director Qualification Certification through the State of Colorado.

### **EXPERIENCE & SKILL REQUIREMENTS**

- Minimum of five (5) years active teaching experience in a Head Start or other early learning program working with preschool age children.
- Intermediate knowledge and application of technology and systems such as of MS Word, Excel and email required.
- English proficiency (reading, writing, and speaking) is required for all positions. Some areas may require bi-lingual (English, Spanish or other language) based upon parent/student populations.
- Strong working knowledge, experience and skills in classroom and child observations.
- Must have strong knowledge and skill in obtaining and analyzing data from Teaching Strategies Gold (TS Gold).
- Must have strong working knowledge in CLASS and demonstrated experience in interpreting and analyzing data as well as conveying outcomes and recommendations.
- Knowledge and awareness of Head Start Act, Head Start Performance Standards, and Child Care Center Rules and Regulations.
- Must be able to fulfill role as a mandated reporter and follow rules regarding the identification and reporting of possible child abuse and neglect.
- Must have training and experience in Family Style meals for compliance with Child and Adult Care Food Program (CACFP).
- Must be able to follow all safety and security regulations that pertain to children safety and security.
- Must be able to assist and attend Agency functions after hours and/or on a weekend for functions related to ERSEA, family engagement, children events, and other events that benefit children and families in the community.
- Ability to multi-task, prioritize and tend to the mentoring needs of multiple Teaching staff and classrooms.
- Knowledgeable in applying strategies to work with diverse populations.
- Ability to understand and adhere to strict confidentiality standards and maintain boundaries.
- Must have excellent communication skills (i.e.; read, write, and understand written and oral communications).
- Must be people oriented and demonstrate professionalism, teamwork and positive attitude.
- Must have strong organizational and time management skills.
- Ability to perform mathematical functions and perform simple to complex calculations.
- Must be able to work independently and within a group setting.
- Ability to read and follow detailed schedules, policies, standards and regulations.
- Ability to keep calm under stressful or confrontational conditions

### **SCREENING REQUIREMENTS**

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.

- Staff must submit a subsequent medical statement every 3 years OR more frequently as required by their physician.
- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.
- Staff are responsible for obtaining medical statements and TB test results.
- Staff working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. . A criminal record check and background record check (via database of confirmed reports of child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.
- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Motor Vehicle Record (MVR) and Valid Driver's License for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. Must also be able to move swiftly so as to respond to urgent and emergency care situations with children.

This position may be required to drive and travel to other centers to receive training and/or attend Agency meeting(s).

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud. While outside doing observations with Teaching staff and/or activities with children the environment could vary greatly based upon weather (hot, warm, cold and wet conditions).



FLSA: Non- Exempt  
Schedule: Monday - Friday  
Benefit Eligible: Yes

**To join our team, please send resume and cover letter to  
[resumes@rmser.org](mailto:resumes@rmser.org)**



RMSEER is an Equal Opportunity Employer