



Mentor Job Description

Job Title: Pyramid Implementation Coach Mentor *(Also known as External, Program or System Coach)*

Department: *State/Organization specific*

Job Type: Full-time/Part-time *[Choose One]*

Reports To: *State/Organization specific*

Salary or Compensation Rate:

Location: *State/Organization specific*

Application Deadline: [Date]

About Our Organization

[Briefly describe your organization's mission, values, and commitment to the Pyramid Model, early childhood education and supporting children's social-emotional development. For example: "Our organization is dedicated to fostering high-quality early learning environments that promote the holistic development of all young children. We are committed to implementing evidence-based practices and providing ongoing support to early childhood educators."]

Position Summary

The Pyramid Implementation Coach Mentor is a vital leadership role responsible for providing ongoing mentoring to new Pyramid Implementation Coaches in implementing the Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children Program-wide. This position will support program coaches who support programs in creating positive, nurturing, and inclusive environments that promote children's social-emotional development and address challenging behaviors effectively. The Mentor will facilitate monthly meetings with new Pyramid Implementation Coaches, checking in on and supporting implementation fidelity.

Key Responsibilities

Coaching & Mentoring (60%)

- Provide individualized mentoring (can be remote or in-person) to new Pyramid Implementation Coaches on the effective program-wide implementation of all tiers of the Pyramid Model (Universal, Secondary, and Tertiary Supports).
- Facilitate conversation related to the applicable Benchmarks of Quality and exploring critical elements to assure understanding of implementation and support high quality implementation.
- Assist new Pyramid Implementation Coaches in facilitating leadership teams accurate scoring of the applicable Benchmarks of Quality, identification of action steps, development of implementation plans and follow up on those plans.
- Guide Pyramid Implementation Coaches in the transfer of leadership to individual implementation sites by building capacity with the internal coach(es) of their implementation site.
- Foster a collaborative and reflective learning environment, encouraging Pyramid Implementation Coaches to critically analyze their practices and problem-solve effectively.
- Support Pyramid Implementation Coaches in building strong partnerships with implementing programs to promote children's social-emotional well-being at home and in the classroom.

Training & Professional Development (20%)

- Direct Program Implementation Coaches to materials to meet the specific Pyramid Model Implementation needs of diverse early childhood settings.
- Stay current with research and best practices in early childhood social-emotional development and Program-wide Implementation of the Pyramid Model.

Program Evaluation (10%)

- Support Program Implementation Coaches in monitoring and assessing high quality implementation of the Pyramid Model across participating early childhood programs using established tools (e.g., TPOT, BOQ).
- Analyze data related to program implementation and de-identified child outcomes. Determine areas of strength and areas needing further support and using that data to guide mentoring conversations.
- Support the Program Implementation Coach in collaborating with the Program Director/Coordinator/Internal Coach to develop strategies for continuous quality improvement and program sustainability.
- Support the Program Implementation Coach in supporting the internal coach in Practice Based Coaching, data collection and analysis.

Collaboration & Communication (10%)

- Build strong, positive relationships with program implementation coach(es).
- Participate in meetings, professional learning communities, and other collaborative initiatives.
- Communicate regularly with the PMC Professional Development Network Director regarding program progress, challenges, and successes.
- Serve as a resource and advocate for early childhood social-emotional development within the community.

Required Qualifications

- Minimum Bachelor's degree in Early Childhood Education, Special Education, Psychology, Social Work, or a related field. Master's degree preferred.
- Minimum of 2 years of direct experience providing Program Implementation Coaching in Program-wide Pyramid Model Implementation in early childhood education settings.
- Demonstrated expertise and in-depth knowledge of the Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children, including experience with Program-wide implementation.
- Proven experience in providing coaching, mentoring, or technical assistance to adult learners.
- Strong understanding of child development, positive behavior support strategies, and functional behavioral assessment.
- Excellent communication, interpersonal, and presentation skills.
- Ability to work independently and as part of a team in diverse settings.
- Strong organizational and time management skills.
- Proficiency in using technology for communication, data collection, and presentations (e.g., Microsoft Office Suite, Google Workspace, Zoom).
- Valid driver's license and reliable transportation as travel between sites is required.

Preferred Qualifications

- Experience with submitting Pyramid Model data collection into Pyramid Implementation Data System (PIDS), NCPMI excel spreadsheets or other data management systems (such as ChildPlus, ECSWIS, etc.)
- Experience facilitating data analysis in early childhood settings.
- Bilingual abilities (especially [Specify relevant languages, e.g., Spanish]).

Physical Demands & Work Environment

- Ability to travel occasionally to various early childhood program sites.
- May require lifting and carrying up to 25 pounds occasionally.
- Work is primarily performed virtually

To Apply: *State/Organization Specific Instruction*

[Organization/State Name] is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.