**NAEYC Accreditation Mentor (contractor)**
**Boston Public Schools Department of Early Childhood**

**Contractor Job Description**

Boston Public Schools (BPS) Department of Early Childhood is seeking contractors to serve as NAEYC Accreditation Mentors to assist early childhood programs in Boston Public Schools in achieving accreditation from the National Association for the Education of Young Children (NAEYC). The NAEYC accreditation process guides schools to provide the highest quality early childhood programs for Boston's children 3-5 years old.

The NAEYC Accreditation Mentor will provide NAEYC accreditation support and technical assistance to principals, teachers, paraprofessionals and other school staff in several ways:

- Provide information on the accreditation process to various constituencies including teaching staff, parents, and governing boards
- Ensure the accreditation process is followed appropriately, including ensuring applications, submissions, and other required forms are completed in a timely manner
- Review and analyze accreditation criteria with teachers, paras, principals and other school staff
- Conduct observations to help school personnel identify criteria that are being met and goals for each classroom and the overall early childhood program
- Work with teachers, paras, principals, and other school staff to determine strategies to meet criteria; work with school staff to implement these strategies
- Assist school staff in identifying needs for supplies,materials, and facilities; submit orders and facility requests to BPS NAEYC Accreditation Manager
- Provide professional development on topics related to NAEYC accreditation standards and criteria
- Assist with the identification, gathering, and organization of documentation, including Classroom and Program Portfolios
- Complete and submit all information and paperwork required by the BPS Department of Early Childhood
- Attend monthly BPS mentor meetings

The Mentor also helps motivate and inspire educators and others working on the accreditation process, with the overall goal of providing the highest quality early childhood programs to Boston's children and families.

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**Required qualifications:**

1. Bachelor's degree in relevant field (Early Childhood Education, Elementary Education, Early Childhood Special Education)
2. Minimum of three years experience providing professional development to early childhood educators
3. Demonstrated familiarity with early childhood education best practices
4. Knowledge of culturally and linguistically sustaining practices and anti-bias approaches in early childhood education
5. Excellent written communication and interpersonal skills
6. Detail orientation, strong personal organization, and the ability to coordinate multiple projects simultaneously
7. Demonstrated ability to work with a diverse range of programs and people
8. Ability to work effectively and comfortably in a team oriented, fast paced environment

**Preferred qualifications:**

1. Experience obtaining and maintaining National Association for the Education of Young Children (NAEYC) accreditation including knowledge of the NAEYC accreditation standards, criteria and process
2. Master's degree in relevant field (Early Childhood Education, Elementary Education, Early Childhood Special Education)
3. Experience and knowledge of the Boston early learning community including the geography, demographics, social, political, cultural and linguistic context, and the organizations that work in the early learning field

**Compensation:** $40/hour

**Hours/scheduling:** Hours are flexible and some work can be completed remotely, although mentors will need to observe in BPS classrooms during some weekday mornings and meet with BPS educators at times when they are available during the school day. Mentors must be available to start by late August 2022 and continue through June 2023.

**To apply:** Please email your resume and cover letter to Karen Silver, BPS NAEYC Accreditation Manager, at ksilver@bostonpublicschools.org. Please include in the subject line: "Mentor application."