

## **Early Childhood Coach**

The Early Childhood Coach helps Head Start teachers, assistant teachers and center directors develop new skills and continuously improve their early childhood teaching practices. The Early Childhood Coach engages staff in a collaborative process that involves observation, reflective communication, training, role-modeling, and goal setting.

### **ESSENTIAL FUNCTIONS**

#### ***Key Performance Area – Coaching***

Individualized & Classroom Services:

- Provides expertise and support in developing sound early childhood classroom environments by completing Practice Based Coaching (PBC) using the *My Teaching Partner* (MTP) model for Head Start teachers and providing feedback.
- Provides small group coaching to Head Start assistant teachers by delivering Practice Based Coaching (PBC) using the Teachers Learning & Collaborating (TLC) model to help strengthen child development practices and assure quality programs.
- Collaborates with center directors for the purpose of creating a cohesive approach to working with the classroom team.
- Conducts CLASS assessments to determine which CLASS dimensions coaching will address for each teaching team. (This position requires yearly testing and successful completion of CLASS Reliability Certification.)
- Reviews CLASS assessment scores with classroom staff and center directors to help identify areas of strength and develop goals for improvement.
- Monitors and evaluates the progress of strategies and plans implemented and works with teams to improve teaching practices.

#### ***Key Performance Area – Community Partnerships***

Current Resources and Community Collaboration:

- Maintains currency of knowledge and resources in all areas of child development through networking with other service providers in the community and Region X T/TA.

#### ***Key Performance Area – Monitoring, Recordkeeping and Reporting***

- Provides management with an annual coaching report

#### ***Key Performance Area – Work Habits and Practices***

- Function as an effective team member
- Demonstrate a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Attend and participate in staff meetings and training sessions
- Demonstrate professional conduct and behavior

#### ***Key Performance Area – Communication***

- Provide information to management monthly for incorporation into the agency's monthly report on time
- Contribute to newsletters, parent fliers, and other center information to keeps parents informed of social emotional development and services at the agency and community

### **MARGINAL FUNCTIONS**

Perform other assignments as requested by supervisory staff

Daily adjustments to schedule may be necessary to meet the needs of families as requested

Participate in planning or self-assessment process as directed

**Early Childhood Coach**  
**POSITION INFORMATION**

Reports to: Education Manager

Supervises: None

Requirements: Bachelor's degree in Early Childhood Education or related field

Prefer: Bi-lingual (fluent written and verbal)

Starting Salary:

Bachelor's Degree	Masters Degree
\$25.26	\$26.80

Introductory Period: 90 Days

**Other Requirements:**

*Certifications:*

Appropriate and current First Aid and CPR certification

Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)

Proof of United States employment eligibility as required on the I-9 form

*Required Certification and Licenses:* Driver's License (requires daily access to personal vehicle that is insured for purposes going from center to center)

*Abilities*

Must be able to evacuate self, children, and parents from building and bus safely in the event of an emergency

Able to work cooperatively with other adults

Able to maintain confidentiality of program information

Effective written and verbal communication abilities

*Physical Abilities:* See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due on the 15<sup>th</sup> (or last working day prior to the 15<sup>th</sup>) and the last working day of each month.
- Pay dates are twice per month 3-7 days from the date timesheets are due.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Early Childhood Coach**