

## **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 Together Learning & Collaborating (TLC) small group model for Head Start teachers (one group) and providing feedback.
- Provides expertise and support in developing sound early childhood classroom environments by completing Practice Based Coaching (PBC) using the Together Learning & Collaborating (TLC) small group model for Head Start assistant teachers (two groups) and providing feedback.
- Collaborates with center directors for creating a cohesive approach to working with the classroom team.
- Reviews CLASS assessment scores to help identify areas of strength and develop group and individual goals for improvement.
- Monitors and evaluates the progress of goals, coaching cycles, strategies, and plans implemented and works with teams to improve teaching practices.
- Provides direct observation of coaching participants in the classroom environment and provides feedback and role-modeling on teaching practices
- Works directly with assistant teachers in monthly meetings to help support the CDA process.

#### ***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.
- Participates in the Office of Head Start's My Peers coaching support system
- Attends the education advisory committee meetings

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

- Provides management with an annual coaching report
- Administer the Office of Head Start's My Coaching Companion web-based coaching program.

#### ***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 program operations meetings, education advisory meetings, staff and center director meetings (as requested) and KCI training sessions
- Demonstrate professional conduct and behavior
- Successfully complete CLASS observation training and keep certification current

#### ***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 as requested

### **MARGINAL FUNCTIONS**

Perform other assignments as requested by supervisory staff

Daily adjustments to schedule may be necessary to meet the needs of the agency

Participate in planning or self-assessment process as directed

## Early Childhood Coach

### POSTION 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
\$25.92	\$27.50

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 every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- 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: \_\_\_\_\_

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