

Early Head Start Education Coordinator/Coach

Time: 40 hours/week, 12 months/year

Salary Range: monthly (exempt)

Benefits: Health Insurance (health, dental, vision), Life Insurance, sick leave, vacation leave, education reimbursement

Responsible to: Early Head Start Child Care Partnership Manager

Early Head Start Delegate (50%) Early Head Start Child Care Partnership (50%)

Position Description: The Early Head Start (EHS) Education Coordinator/Coach functions as the content specialist in the areas of child development and early childhood education for CAPE EHS programs. The EHS Education Coordinator/Coach (EHSECC) participates in developing and updating policies & procedures related to instructional outcomes, curriculum implementation, child assessment and cultural and linguistic responsiveness. The EHSECC also conducts monitoring to assure compliance with the Head Start Performance Standards, applicable Title 5 Regulations for the State of California, and California Community Care Licensing Regulations (Title 22), and assesses program performance and quality. The EHSECC also conducts classroom and FCCH observations and provides on-site coaching for the EHS teaching staff. The EHSECC provides related training and feedback to staff, and discusses analysis of child outcomes data and provides coaching/mentoring for teachers to improve teacher-child interactions and child outcomes.

The responsibilities of the Early Head Start Education Coordinator/Coach include, but are not limited to the following:

Education

- Develop and maintain positive, supportive relationships with staff
- Promote best practices and School Readiness in early childhood development based on Head Start Performance Standards, Creative curriculum, PITC Philosophy, CA Curriculum Framework and Foundations, and the Head Start Early Learning Outcomes Framework.
- Develop and update policies and procedures pertaining to EHS education.
- Support teaching staff in understanding the Infant/Toddler DRDP assessment tool, and utilize data to improve teacher performance and child outcomes.
- Support and assist teaching staff to create an effective learning environment in which appropriate learning experiences are provided based upon each child's needs, interest and abilities.
- Provide one on one consultation to teaching staff regarding children's education and behavior.
- Provide education orientation and support for new teaching staff.
- Perform other duties as assigned.

Coaching

- Be familiar with Practice-Based Coaching model (PBC is a cyclical process).
- Assess needs, and assist in goal setting for coaching, and create an action plan to guide coaching sessions.
- Provide coaching, mentoring and professional development for early learning teachers to enhance and enrich teachers' skills.
- Visit classrooms, and Family Childcare Providers (FCCP) to observe and provide feedback to improve and enhance instruction and learning.

- Assesses all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching.
- Provide opportunities for intensive coaching to those education staff identified, and include opportunities to be observed and receive feedback and modeling of effective teacher practices directly related to established individual goals.
- Support teachers in the use of data to guide instruction and improve learning for each child.
- Prepare written materials (e.g., Action Plans and reports, etc.) to communicate program information, provide written support, document progress, develop recommendations, and evaluate the overall process.

Disabilities and Mental Health

- Coordinate with teaching staff, Mental Health Consultant, and Support Services Manager to ensure that teaching staff is aware of and has ideas for supporting children's mental health needs and IFSP goals.
- Consult regularly with Mental Health Consultant in order to assist staff in carrying out action plans for specific children.
- Upon referral, work with the individual teaching teams on specific classroom interventions to support the needs of a child or group of children.

Monitoring

- Monitor education requirements quarterly to ensure compliance in planning and individualizing, and monitor lesson planning, and develop corrective action plans.
- Prepare education monitoring reports and submit quarterly.

Curriculum and Assessment

- Gather and analyze child outcome data to determine children's progress; assist teaching staff in developing plans for program improvement.
- Assist teaching staff with linking assessment information to planning for individual children, as well as supporting the classroom environment.
- Assist staff in documenting curriculum (portfolios, written records, photos, story boards, etc.)

Administrative Requirements

- Attend Case Management, Management Team and Education Team meetings.
- Input education requirements into Child Plus.
- Gather and analyze child outcome data to determine children's progress; assist teaching staff in developing plans for program improvement.
- All other duties as assigned.

Qualifications:

Education: Bachelor's degree in Early Childhood Education, Child Development or related field, including coursework in infant/toddler development.

Experience

- Two to Five or more years experience teaching Early Childhood Education, and training and experience in adult learning, and the Practice Based Coaching model.
- Ability to follow through on assignments and meet deadlines.
- Strong verbal and written communication skills.

- Ability to work effectively with low-income adults and children, and a background working with ethnic and cultural minorities.
- Ability to work independently and as a team member with other staff and parents.
- Computer skills, familiarity with Microsoft Word/Windows.
- Knowledge of theory and principals of early childhood education, and a developmentally appropriate, emergent type curriculum.
- Strong organizational skills
- Bi-lingual skills desirable

Physical Demands:

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, and taste or smell.
- Ability to lift and carry up to 20 pounds frequently, and/or up to 50 pounds occasionally.
- Specific vision ability required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The work environment characteristics involve a moderate amount of noise.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.