

**CAPE Inc, Community Association for Preschool Education – Livermore, CA**

CAPE, Inc. has a wonderful opportunity for a **Head Start Education Coordinator/Coach (HSECC), Full Time (FT), 12 Months/40 hours per week**

- Collaborate with Child Development/Data Manager to provide support for center staff in areas of curriculum and practices which promote high quality learning and school readiness.
- Pay Rate commensurate with experience
- Eligible for group benefits plans including medical, dental, vision, life, and retirement; paid Holidays, vacation, and sick days; educational assistance
- Reports to Child Development/Data Manager

**Agency Overview:** CAPE, Inc. headquarters is in Livermore, and provides early childhood education services (Head Start and Early Head Start preschool programs) in Livermore, Dublin, Pleasanton, and Hayward areas. CAPE offers a cohesive environment for passionate people who want to make a significant contribution to early childhood education, social/emotional development, and early childhood mental health.

**Position Overview:** The Head Start Education Coordinator/Coach (HSECC) functions as the content specialist in the areas of child development and early childhood education for CAPE Head Start programs. The HSECC participates in developing and updating policies & procedures related to instructional outcomes, curriculum implementation, child assessment and cultural and linguistic responsiveness. In addition, the HSECC 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. Also, the HSECC conducts classroom observations and provides onsite coaching for the Head Start teaching staff. The HSECC provides related training and feedback to staff, discusses analysis of child outcomes data, and provides coaching/mentoring for teachers to improve teacher-child interactions and child outcomes.

**Essential Functions include but not limited to:**

**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, CA Curriculum Framework and Foundations, and the Head Start Early Learning Outcomes Framework.
- Develop and update policies and procedures pertaining to HS education.
- Support teaching staff in understanding the Preschool DRDP assessment tool, 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, 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 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, 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.
- Assesses all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching.
- 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 IEP goals.
- Consult regularly with Mental Health Consultant 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 Function/Responsibility**

- 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 and Requirements**

- Bachelor's degree in Early Childhood Education, Child Development, or related field.
- Minimum of two up 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.
- 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 and Child Plus.
- Knowledge of theory and principles of early childhood education, and a developmentally appropriate, emergent type curriculum.
- Bi-lingual skills desirable
- Possession of a valid California driver's license, reliable transportation, and valid vehicle insurance
- Ability to work within the philosophy of the CAPE program
- Effective communication skills – both oral and written
- Analytical and organizational skills
- Teamwork/Effective interpersonal relationship with team members
- Professionalism; flexibility
- Comprehension of job-related responsibilities
- Detail-oriented; Customer service oriented
- Bi-lingual skills desirable

**Join our team today! Submit your cover letter and resume to [hr@capeheadstart.org](mailto:hr@capeheadstart.org)**

CAPE, Inc. is an equal employment opportunity employer and provides the opportunity to qualified persons to seek, obtain, and hold employment with the Agency without discrimination on account of race, religion, color, sex, sexual orientation, pregnancy, national origin, gender, medical condition, age, marital status, veterans' or military status, non-job physical or mental handicap or disability status, genetic information, except if there exists a lawful bona fide occupational qualification or other classification protected by applicable federal, state or local laws. [www.capeheadstart.org](http://www.capeheadstart.org)