

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: EARLY CHILDHOOD EDUCATION COACH/MENTOR

EXEMPT/NON-EXEMPT:NON- EXEMPT

REPORTS TO: Education and Family Service Coordinator

ISSUE DATE: 12/16

GENERAL POSITION SUMMARY:

The Early Childhood Education Coach is responsible for providing professional development support to teachers as they implement effective practices that lead to positive outcomes for children. The Coach will use practice based coaching models that include components associated with changes in teacher practices and child outcomes. The Coach will use planning goals and action steps, focused observation, and reflecting and sharing feedback to improve teaching practices.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Responsible for maintaining confidentiality and exercising sound judgment.
- Obtain ECEAP coach qualification. Attend required trainings out of the area.
- Conduct classroom observations to promote developmental appropriate practices, sound program approaches to delivery of services, and impart culturally and linguistically appropriate beliefs.
- Administer the Classroom Assessment Scoring System (CLASS) twice a year and analyze ongoing assessment data including literacy specific assessments to improve child outcomes.
- Provide informal learning opportunities for teacher to reflect on and apply learning to everyday practices.
- Develop and implement a comprehensive training track for staff that identifies challenges and offers effective strategies and guidance for staff in the delivery of services.
- Administer the ECERS scoring system and analyze data to make any classroom environment changes.
- Provide encouragement designed to support teaching staff's completion of college coursework towards earning academic degrees.
- Coach and mentor classroom staff, supporting curriculum and facilitating assessment based planning, utilizing Creative Curriculum and Teaching Strategies Gold.
- Maintain documentation of all services provided and reports submitted.
- Keep up to date with Early Achievers requirements and goals in the WELS system.
- Participate in required Coaching webinars
- Meet with the Education and Family Services Coordinator as assigned.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: cont...

- Provide staff training to individuals and groups as assigned
- Responsible for training new staff
- Responsible for ensuring that paperwork, tracking materials and systems are up-to-date and completed in accurate and timely manners by staff.

- Must be competent with the agency child tracking software, and all other databases as assigned.
- Know and understand all Performance Standards, Program Policies and Procedures, including those contained in the Operations Manual and be able to monitor and ensure their effective implementation.
- Direct or complete monthly, quarterly and annual monitoring tools.
- Must maintain a clean, orderly, and safe working environment.
- Attend all trainings as required.
- Other duties as assigned.

SECONDARY FUNCTIONS:

- Assist in the maintenance and updating of the Operations Manual with the input from staff and families.
- Must be conscientious in looking for In-kind opportunities and recording In-kind services appropriately to the agency.
- Must be able to read, understand and implement professional materials.
- Assist in recruiting new staff by developing a community awareness of LCECP.

INTERPERSONAL CONTACTS:

- It is an expectation of all LCECP employees that while performing their duties they ensure that all adults and children are treated with “unconditional positive regard”.
- Contacts with parents and children participating in the program must be friendly, personable, caring and appropriately professional at all times.
- Be conscientious that all employees represent the Lewis-Clark Early Childhood Program in the community, with other agencies and also occasionally in the media in a positive, professional manner.
- Employees are required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP’s policies or standards. Such issues, etc. may come to employees from parents and/or community members as well as co-workers during the course of performing their duties.

SPECIFIC JOB SKILLS:

- Carry out a positive, effective leadership role in the agency, community and over individuals for whom they have direct supervisory responsibility.
- Effectively provide direction, guidance and to delegate responsibilities.
- Conduct ongoing positive interpersonal interactions with a wide range of individuals and groups of children and adults.
- Good conflict resolution skills are essential.
- Give and receive information in a positive, professional manner, and to facilitate the resolution of interpersonal conflicts among and between staff when they arise.
- Troubleshoot for situations observed as deficient or needing improvement. Use modeling, communication and other supervisory skills to ensure that quality services are implemented in all areas.
- Provide training and technical assistance as needed.
- Be willing and able to look at the total context in which the organization operates.
- Participate in team development and team-oriented processes and motivate others (parents and staff) to do the same.
- Generate and maintain accurate and complete written reports.
- Ability to use basic Microsoft Office software.

EDUCATION AND EXPERIENCE:

- Bachelor degree in Early Childhood Education, Child Development or a related field and at least two years experience working with young children and adults is required.
- Other qualifications may be considered in coordination with the applicable Performance Standards .
- Maintain professional certification active and be willing to take classes to maintain certification, increase job skills and/or knowledge as needed or required.

JOB CONDITIONS:

- Requires the employee to work in an early childhood environment bending, sitting on the floor/small child-sized chairs while interacting with child/children and at child's eye level.
- Work effectively with families from an array of cultural, ethnic and socio-economic backgrounds on a regular basis.
- Requires travel, local and out of area, to assigned sites, trainings and other job-related meetings.
- Must be able to carry food trays weighing up to 10-30 pounds and in emergency situations to lift a child weighing up to 50 pounds.
- Must pass a Health Screen and have a criminal background check that meets required state, federal, and

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting		X			
Standing			X		
Walking			X		
Running	X				
Bending/Crouching		X			
Kneeling/Crawling	X				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot		X			
Humid		X			
Cold		X			
Wet/Damp	X				
Machinery*		X			
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)		X			
Loud (above normal class level)	X				
Indoor environmental elements (smoke residue, etc)		X			

Lifting weight	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#		X			
10-25#		X			
25-50#		X			
50-75#	X				
75+#	X				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

LCECP standards.

- Must possess a valid driver's license; have an acceptable driving record; have a safe, dependable vehicle available for possible business use; and provide proof of current vehicle insurance adequate to meet state insurance requirements.
- May be required to possess a personal cell phone for possible use for agency business.

Additional Requirements

Math Requirement

- Advanced math, formulas, and geometric calculations, electrical formulas, comparing lists of numbers, basic accounting, and financial principles.

Additional Requirements cont...

Language Requirement

- Ability to write for all levels of readers. Ability to deliver speeches or public talks. Ability to edit and constructively critique others written and spoken work.

Reasoning

- Ability to make decisions based on abstract concepts, using independent judgment, and involving many variables. Ability to analyze future impact of decisions, and the effects of past decisions.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This Institution is an equal opportunity provider.

This job description is not a contract for employment. Duties may be changed at the Administration's discretion. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Lewis-Clark Early Childhood Program is an “At Will” employer.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Lewis-Clark Early Childhood Program.

Employee’s signature

Date

I have gone over this job description with this employee

Supervisor’s Signature

Date

Date of Board Approval:

Date of Policy Council Approval: