

**Project Now, CAA
Job Description**

Job Title: Instructional Coach
Department: Head Start
Reports To: Education Manager

Prepared By: Birdsall
Prepared Date: November 2020
Approved by: Policy Council
Approved Date:

FSLA Status: Job Duties meet the exempt requirements, pay may not meet the exempt threshold

SUMMARY: Functions as a member of the Head Start team to provide comprehensive services in accordance with all regulations and program requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.

- Develop and maintain positive, supportive relationships with HS classroom staff.
- Achieve and maintain reliability in CLASS assessment tool.
- Develop a schedule for conducting classroom observations as a foundation for determining needs.
- Responsible for the coordination and oversight of the practice-based coaching system for the program.
- Engage in practice-based coaching to develop individual coaching plans, with specific goals and areas for growth identified, which are based on classroom/teacher observations.
- Follow-up on and be responsive to individual teaching staff requests for coaching services and document nature of training provided.
- Provide constructive feedback and support to teaching staff for learning and growth. This may include modeling, activities, reading material, or other resources as needed to guide learning.
- Orient new teaching staff around practice-based coaching and the role it plays in our program.
- Coordinate with program supervisors and education manager to plan and present small group workshops on relevant child development topics.
- Promote best practices in early childhood development and assessment based on Head Start Program Performance Standards, Creative Curriculum, DCFS licensing guidelines, and other prescribed curricula used by the HS Program.
- Use reflective practice and additional strategies as needed to promote positive outcomes for the teaching staff and the children they work with.
- Continue professional growth by participating in ongoing ECE education, training programs, workshops/conferences as budget allows, reading articles and professional journals pertaining to ECE and HS. Distribute latest research-based resources and materials to teaching staff.
- Participate in various meetings to include team meetings, site discussions, and collaborative meetings with other agencies as assigned.
- Report any concerns for safety, health, or non-compliance to the leadership immediately.
- Develop concise documentation and engage in data collection and analysis as needed. Utilize ChildPlus data management system and other programs to track data.
- Run all required monthly reports; Attend monthly progress monitoring meetings.
- Coordinate with management team in preparation of reports, analyzing data and identifying solutions in a timely manner.
- Assist with recruiting children by collaborating with public school registrations, developing and producing advertising and other materials, going door-to-door in service area, posting recruitment materials, distributing flyers, setting up registration sites, and other activities. Works with potential candidates in gathering registration documents and processing applications.
- Requires the ability to travel area-wide, and to access classroom sites and family homes to evaluate program activities.
- Provides leadership in a team environment, including recruiting, orienting, training, and coaching staff.
- Assists Education Manager with CLASS observations as assigned.

- Follow discipline policies, which include developmentally appropriate social-emotional and behavioral health promotion practices as well as discipline and intervention procedures that provide specific guidance on what teachers and programs should do to prevent and respond to challenging behaviors.

SUPERVISORY RESPONSIBILITIES: There are no supervisory duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires minimum age of twenty-one (21) years to comply with regulations.
- Excellent communication, interpersonal and organizational skills are a must.
- Demonstrated ability to work in a dynamic environment and adapt to changing needs and priorities.
- Intermediate computer literacy including database management (TSG, Child Plus) and Microsoft Office.
- Expectation that successful candidate will attend training and become reliable in designated teaching practices assessment tool on a schedule developed in collaboration with the education manager.
- Expectation that successful candidate will attend training and become proficient in practice-based coaching on a schedule developed in collaboration with the education manager.
- Expectation that successful candidate will attend other trainings needed as determined by the education manager.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from managers, families, staff and the general public.
- Requires ability to pass a medical examination, certifying freedom from communicable disease upon offer of employment.
- Requires a valid driver’s license, reliable transportation and proof of insurance.

EDUCATION and/or EXPERIENCE: Requires a Bachelor’s degree in early childhood education or child development and 3 years full time experience in the field or a Bachelor’s degree in a related field with a minimum of 30 semester hours in early childhood education or child development and 3 years’ experience. Coaching or mentoring experience preferred.

PHYSICAL DEMANDS and WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. These physical demands are as with handling children of pre-school age. Environment will be of a normal office environment and normal pre-school environment.

Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing needs.