

School Readiness Coach

REPORTS TO: Education Coordinator

FLSA STATUS: Exempt

STATUS: Full-Time, 45 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Provide mentor coaching, new employee training, and overall support to child development staff. Ensure that teaching staff are getting the direction needed to successfully teach and implement the assigned curriculum and practices which promote high quality learning and school readiness skills.

Essential Functions:

The School Readiness Coach will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The School Readiness Coach responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The School Readiness Coach will demonstrate competency to perform essential functions that include:

1. Develop and maintain positive, supportive relationships with child development staff.
2. Work with the site managers to develop a schedule for conducting classroom observations as a foundation for determining needs.
3. Develop individual coaching plans, with specific goals and areas for growth identified which are based on classroom and teacher observations.
4. Review coaching plans with the Education Coordinator, and assess teacher progress.
5. Follow-up on individual teaching staff requests for mentor coach services and document nature of training provided.
6. Provide constructive feedback and support to teaching staff for learning and growth. This may include activities, reading material, or other resources as needed to guide learning.
7. Train new teaching staff and maintain support as needed while they gain knowledge of their role and the responsibilities of their position.
8. Plan and present small group workshops on relevant child development topics based on program monitoring outcomes.
9. Promote best practices in early childhood development based on Head Start Performance Standards, Creative Curriculum, State Childcare Guidelines, and other prescribed curricula used at PGCCS Head Start.
10. Use reflective practice and additional strategies to promote positive outcomes for the teaching staff and the children they influence.
11. Travel as needed throughout PGCCS Head Start service area.

Minimum Requirements:

- Bachelor's degree in child development, education, or related field. All education must be from an accredited institution.
- Four years' experience working with preschool children and families, and experience working with adult learners required.
- Travel throughout Pinal and Gila counties on a daily basis using personal vehicle as needed. Mileage will be reimbursed per Agency policy.
- Arizona's driver's license, proof of insurance, fingerprint card, Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.
- Bilingual English/Spanish skills highly desirable

Knowledge, Skills, and Abilities:

- Ability to become reliable in using the CLASS system.
- Knowledge in ECE, Head Start Performance Standards, and adult learning styles.
- Have the capacity to problem solve, handle crises, work with families and children of various cultures from low- income backgrounds.
- Ability to translate theory into practice.

- Ability to train staff in small and/or large group.
- Possess excellent verbal and written communication skills.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs., run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Employee Signature

Date