

Job Summary:

Under direction and general supervision of the program manager and/or designee, provide coaching services and technical assistance to staff in Early Childhood Education (ECE) programs throughout Tulare County to help address issues associated with developmentally appropriate early childhood practices, classroom management, curriculum implementation, inclusion of children with special needs, and behavior management.

Essential Duties:

- Assist with the development, implementation, monitoring, and evaluation of quality improvement plans for ECE programs.
- Measure, document, and report progress of ECE programs.
- Participate in the analysis of program data and assist in making improvements as required.
- Provide extensive training, coaching, and modeling to ECE providers throughout the county.
- Conduct baseline/final assessments in support of quality improvement.
- Observe programs and provide feedback to participants.
- Model and assist with implementing evidence-based early childhood strategies and techniques.
- Participate in meetings, workshops, conferences, and a variety of professional development activities as assigned.
- Work with a variety of early educational programs (i.e. FCCH, Center Based, Alternative Sites, FFN)
- Perform other related duties, as assigned.

Responsibilities include: regularly required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position will occasionally work near moving mechanical parts, in high, precarious places, and in outside weather conditions. The noise level in the work environment is usually moderate.

Skills to:

- coordinate, plan, and maintain a productive daily schedule;
- provide coaching services on a variety of issues including classroom management, behavior, disabilities, etc.;
- observe, document, monitor, and record data;
- recognize and follow policies and procedures;
- use computers and a variety of office machines.

Knowledge of:

- early childhood development, mental health, early care and education, and special education;
- early childhood coaching strategies;
- various handicapping conditions, including developmental disabilities, physical impairments, and "at-risk" complications;
- strategies, theories, techniques, and methods of inclusion of all children in early care and education programs;
- strategies, theories, techniques, and methods of behavior and classroom management;
- observation, screening, and data collection methods;
- assessment and screening tools (i.e. CLASS, ASQ-3 & ASQ:SE-2, DRDP, CLASS Environment)
- correct English word usage, spelling, grammar and punctuation;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- understand, interpret and apply federal, state, local, and county office policies, procedures, laws and regulations;
- understand and assess the needs of children with all abilities;
- create, update, and maintain electronic records;
- communicate effectively both orally and in writing with individuals of various educational, cultural, and socio-economic backgrounds;
- effectively interact with teachers, administrators, providers, children, families, and the public;

- maintain confidentiality;
- travel locally and out of county using personal vehicle;
- speak, write, and read in Spanish is preferred.

Experience Required:

- Three (3) years of experience working with an early childhood education or other closely related program with increasing levels of responsibility.

Education Required:

- Associate degree in child development or related field is required.
- Bachelor's Degree in Child Development or related field is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

September 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.