

JOB DESCRIPTION

Job Title: Head Start Coach (9960)

Job Summary:

Under the supervision of the director of the program and/or designee, provide coaching services to staff in the Head Start Programs throughout the county. Coaches will help address issues associated with developmentally appropriate early childhood practices, curriculum implementation, inclusion of children with special needs, and behavior management.

Essential Functions:

- Assist with the development, implementation, monitoring, and evaluation of quality improvement plans.
- Measure, document, and report progress of teaching staff.
- Participate in the analysis of program data and assists in making improvements as required.
- Provide extensive training, coaching, and modeling to teaching staff throughout the county.
- Assess the needs and abilities of the teaching staff and determine appropriate coaching plan(s).
- Observe teaching staff and provide feedback, as appropriate.
- 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 for the purpose of conveying and/or gathering information required to perform functions of the position.
- Coordinate and maintain a productive daily schedule for the purpose of completing reports, coaching activities, and other duties as required.
- Perform other related duties as assigned.

Responsibilities include: working under direct supervision using standardized protocols; providing information and customer service to staff and the public; operating within a defined budget; work collaboratively within and outside of the department. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Skills to:

- Provide coaching services on a variety of issues including management, behavior, disabilities, etc.
- Communicate effectively both orally and in writing with individuals of various educational, cultural, and socio-economic backgrounds.
- Effectively interact with teaching staff, administrators, children, families, and the public.
- Observe, document, monitor, and record data.
- Organize, plan, and prioritize daily schedules.

Knowledge of:

- Early childhood development, mental health, early care and education, and special education.
- Early childhood coaching strategies.
- Various disabilities, including developmental and learning 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 management.
- Observation, assessment, screening, and data collection methods using standardized early childhood education tools (i.e. ASQ, DRDP, CLASS, ERS).
- Early childhood education curriculum and instruction and lesson planning techniques.
- California Preschool Foundations and Frameworks.
- Infant Toddler Head Start Early Learning Outcomes Frame Work (H.S.E.L.O.F)

Ability to:

- Work effectively as a team member as well as in unsupervised and uncontrolled environments.
- Maintain confidentiality.
- Recognize and follow policies and procedures.
- Use computers and a variety of office machines.

- Understand, interpret, and apply federal, state, local, and county office policies, procedures, laws and regulations.
- Understand and assess the needs of program staff.
- Understand and assess the needs of children with all abilities.
- Travel locally and out of county using personal vehicle.

Experience Required:

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

Education Required:

- Bachelor's degree in Child Development or related field.

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

April 2024

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