

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Head Start Coach

**POSITION SUMMARY:** The Head Start Coach, under the direction of a designated Senior Regional Director and Vice President of Quality Improvement, will support Kidango's Early Head Start classrooms and staff; providing coaching and technical assistance around program fidelity in compliance with Head Start Performance Standards.

### **POSITION OVERVIEW:**

- Employment Type: Full time/Exempt
- Salary:
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Senior Regional Director
- Supervises: None

### **PRIMARY RESPONSIBILITIES:**

- Establish collaborative coaching relationships with teachers, including focused classroom observation, reflection and feedback, goal setting and active planning
- Works closely with the Senior Regional Director and Center Directors to create and provide and environment for onsite classroom based coaching, training and technical assistance to reflect program needs and support the continuous quality improvement process in alignment to School Readiness Goals and EHS Program Goals
- Works closely with the Early Learning Program Manager to inform and support the continuous quality improvement process reflective of each center's Quality Improvement Plan
- Support data collection efforts to document teacher's growth and gauge coaching effectiveness and teacher professional development
- Support and assist with developing content and presenting training to facilitate teacher's professional development and classroom best practices
- Complete assigned professional development trainings
- Maintain confidentiality of children, families, and staff
- Works as a member of the agency team by promoting the Kidango mission and values
- Provide excellent customer service to all staff, clients, and contacts of agency
- Advocate on behalf of all children, families, and staff of agency
- All other duties assigned

### **POSITION QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree required; preferred degree in Early Childhood Education, School Psychology, Educational Psychology, Special Education, Speech & Language, Elementary Education, Educational Administration; required minimum 3 units in Infant/Toddler
- Required minimum of 5 years work experience in early learning, including at least 2 years working with children 3-5 in a Head Start setting, at least 1 year working with children 0-3 in an Early Head Start setting
- Experience with ITERS/ECERS, Creative Curriculum, CSEFEL, PITC, Infant/Toddler/Preschool CLASS – reliable observer desirable
- Demonstrated ability to provide coaching for early learning teachers
- Experience in eLearning processes and technologies desirable

- Knowledge of Early Childhood Education developmental milestones with an emphasis on social emotional, early math and/or early language and literacy, specifically EHS Infant/Toddler and HS preschool curriculum
- Ability to work collaboratively and effectively in a diverse and fast-paced environment
- Ability to provide leadership, accept responsibility, work independently, and set own goals in a professional manner
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends, with some travel

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**FACILITY/MAITENANCE WIDE PHYSICAL DEMANDS:**

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

**NUTRITION WIDE PHYSICAL DEMANDS:**

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <http://kidango.org/careers/opportunities.html>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.