ORGANIZED COMMUNITY ACTION PROGRAM, INC.
HEAD START

EDUCATIONAL COACH

Supervisor: Education Director
Status: Non Exempt
Terms of Employment: Regular Full-Time

Supervisory Control:

Works under the supervision and authority of the Education Director. Work is of nature which requires extensive coordination, design, independent analysis, good judgment, and effective communication within the Head Start program. Individual must be able to function with limited supervision. The base of work will be from an assigned site. The employee will be evaluated twice a year by the supervisor and may be informally evaluated on the job as deemed necessary. Performance will be monitored by the Education Director as often as required to determine continued competence.

Responsibilities:

Assist with the coordination and monitoring of activities at the center level as required by the Head Start Performance Standards, the Alabama Department of Human Resources, and as directed by the Education Director. Provide mentor coaching, new employee training, and overall support and follow-up with teachers by means of a referral and case management approach. Ensure that teachers are getting the direction needed to successfully teach and implement the assigned curriculum and practices which promote high quality learning and school readiness.

Performance Standards:

Work performance is measured by the level of compliance with licensing requirements and Performance Standards. Work performance is also measure by the ability to utilize conflict resolution. The Education Director's Performance Standards implementation and evaluation will serve as the benchmark for employee competence. Must be able to obtain, read, analyze, and report statistical data relevant to early childhood and Head Start. Must be able to prepare and present reports and make independent judgments pertaining to center staff performance.

Duties:

- Develop and maintain positive, supportive relationships with child development staff.
- Work with the Education Director to develop a schedule for conducting classroom observations as a foundation for determining needs.

- Develop individual mentor coaching plans, with specific goals and areas for growth identified which are based on classroom and teacher observations.
- Submit coaching plans to review with the Education Director, and assess teacher progress.
- 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.
- Train new teaching staff and maintain support as needed while they gain knowledge of their role and the responsibilities of their position.
- Promote best practices in early childhood development based on Head Start Performance Standards, Creative Curriculum, and DHR Minimum Standards.
- Receive and maintain CLASS certification.
- Travel as needed throughout Head Start area.
- Work directly with teaching staff to ensure accurate child assessments are conducted, lesson plans are individualized to the child's particular needs and child development services are provided that result in children meeting (exceeding) their developmental milestones.
- Assist staff with proper implementation of the assessments and curriculum.
- Use data from classroom observations and student assessments to guide teaching staff.
- Coach staff in the proper delivery of developmentally appropriate instruction.
- Attend training to develop and expand knowledge base of current research, curriculum and instructional strategies and share knowledge with Center Directors, teaching staff and parents.
- Collaborate with the teaching teams and family service staff to provide in-service trainings for parents.
- Model lesson when appropriate.
- Performs other related duties as required.

Qualifications:

1. Must have a Bachelor's degree in Early Childhood Education or related degree with 3+ years of Head Start Teaching experience.
2. Must be willing to continue education and become CLASS reliable.
3. Must have reliable transportation, valid driver's license, and current automobile insurance.
4. Must be able to travel.
5. Must have knowledge of Head Start Performance Standards, Alabama Department of Human Resources Minimum Standards, and Head Start Policies and Procedures.
6. Must be able to communicate orally and written.
7. Must be able to pass drug screening, and local, state, and federal criminal checks, and state child abuse clearance.
8. Must be able to lift up to 25 lbs.
9. Must be able to work in harmonious relationship with persons of various interests and backgrounds regardless of race, color, creed, religion, national origin, gender, age, or economic and social standing.

MAY 2017

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

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Signature Date