IMPERIAL COUNTY OFFICE OF EDUCATION

Early Care and Education Program Specialist-Coach

JOB DESCRIPTION

JOB TITLE:  Early Care and Education Program Specialist-Coach

JOB DESCRIPTION: Under the direction of an assigned administrator, provides on-going coaching for ECEP staff that supports effective teaching practices leading to positive outcomes for children. The Coach will work directly with teachers assisting staff in supporting children’s growth and development across all domains. The position will implement a coaching model through ongoing customized professional development that lead to positive outcomes for children within the context of a collaborative relationship with teachers and families.

DUTIES AND RESPONSIBILITIES:

- Develops and maintains positive, supportive relationships with ECEP staff, supporting growth through the mentoring process.
- Works directly with ECEP staff to ensure accurate child assessments are conducted, lesson plans are individualized to the child’s needs and child development services are provided that result in children meeting (exceeding) their developmental milestones.
- Develop and maintain schedules for on-site visits and observations for the purpose of determining needs.
- Provides guidance and input to ECEP staff on training and technical assistance as needed.
- Assists staff with implementation of department adopted curriculum, ensuring fidelity of implementation across the program.
- Uses data from classroom observations and child outcome data to guide teaching staff in development of developmentally appropriate plans.
- Coaches staff in the proper delivery of developmentally appropriate instruction.
- Analyzes data and recommends instructional strategies to enhance the child’s performance and ability to meet their developmental milestones.
- Collaborates with ECEP management, staff and parents to support the individualized needs of the children at home and in the classroom.
- Collaborates with the teaching teams to provide developmentally appropriate training for parents.
- Assists ECEP staff and parents in developing strategies and techniques to help children with disabilities and/or challenging behaviors.
- Anticipate future trends enabling innovative and appropriate program planning.
- Support Management in determining whether the program is able to achieve compliance and quality benchmarks.
• Provides constructive feedback and on-site support for teaching practices for the purpose of increasing teacher skills and competence. This may include modeling, observing, and providing resources as needed.
• Support ECEP staff implementation of program’s approach to culturally responsive programming for the purpose of meeting the key language needs of all children as well as children learning English.
• Gathers and records information about ECEP staff’s implementation of practices described in program goals/action plans for the purpose of summarizing and analyzing data.
• Plans and presents individual and group trainings.
• Work jointly with Management to compile and interpret program data for the purpose of determining focus areas for coaching and professional development as well as developing data related procedures as needed.
• Provide effective training activities as well as provide expertise on theory and best practices that support children’s development.
• Participates in substantial initial and ongoing professional development.
• Perform related duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES:
Knowledge of:
• Management of early care and education programs, operations and activities at designated centers. Principles, practices and procedures involved in providing care and learning activities to infants, toddlers and preschool-age children.
• Principles of early care and early childhood education.
• Educational programs, services, standards, requirements and procedures related to early childhood education.
• Curriculum standards, interpretation and application in early childhood education programs. Instructional techniques and strategies related to assigned programs.
• Local, State and federal standards and requirements governing early childhood education programs. Knowledge of Practice-based Coaching.
• Policies and objectives of assigned programs and activities.
• Applicable laws, codes, regulations, policies and procedures.
• Oral and written communication skills.
• Principles and practices of administration and training.
• Interpersonal skills using tact, patience and courtesy.
• Operation of a computer and assigned software.
Ability to:
• Visit family childcare and ICOE centers to observe activities, provide technical support, confer with staff and ensure early childhood education needs are being met.
• Monitor, evaluate and adjust program and center activities in response to children needs.
• Ensure proper and timely resolution of early childhood education issues, concerns and conflicts. Coordinate activities and conduct trainings to enhance staff understanding of curriculum standards and instructional strategies.
• Communicate effectively both orally and in writing.
• Interpret, apply and explain laws, codes, regulations, policies and procedures.
• Establish and maintain cooperative and effective working relationships with others.
• Operate a computer and assigned office equipment.
• Analyze situations accurately and adopt an effective course of action.
• Meet schedules and time lines.
• Work independently with little direction.
• Plan and organize work.
• Oversee and participate in the preparation and maintenance of various records, reports and files.

EDUCATION AND EXPERIENCE:
• Bachelor’s degree in early childhood education or related field and three years of related experience, including early childhood classroom experience required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED:
• Valid California driver’s license.

ENVIRONMENT:
• Indoor work environment.
• Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
• Dexterity of hands and fingers to operate a computer keyboard.
• Seeing to read a variety of materials.
• Sitting or standing for extended periods of time.
• Hearing and speaking to exchange information and make presentations.
• Bending at the waist, kneeling or crouching