

JOB SPECIFICATIONS

JOB TITLE:	School Readiness Coach
REPORTS TO:	Education Manager
SUPERVISES:	None
SALARY RANGE:	\$35,600.00 - \$45,000.00 annually

SUMMARY OF JOB: Under the direction of the Education Manager, the School Readiness Coach will work directly with the childcare teaching staff in the development, implementation and ongoing assessment of high quality child development practices leading to school readiness.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- 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.
- Ensure centers operate in compliance with Head Start standards and school readiness framework.
- Provide guidance and input to the Center Manager on staff training and technical assistance needs.
- 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 Manager, teaching staff and parents.
- Analyze data and recommend instructional strategies to enhance the child's performance and ability to meet their developmental milestones.
- Collaborate with Education Manager, Center Managers and Parents to support the individualized needs of the children at home and at the centers.
- Collaborate with the teaching teams and social service staff to provide in-service trainings for parents
- Assist teachers and parents in developing strategies and techniques to help children with disabilities and/or challenging behaviors.
- Model lessons when appropriate
- Serve as a member of the Response to Intervention (RTI) team.
- Provide small group interventions to children identified by the RTI team
- Participate in staffing

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- Provide input into teaching staff evaluations and ongoing performance assessments
- Perform other related duties as assigned

REQUIRED SKILLS AND ABILITIES:

- Ability to learn and implement Head Start Performance Standards and state and local licensing requirements
- Knowledge of child development of children 0 – 5 years old
- Ability to adapt professional expertise to the needs of Head Start and Early Head Start staff
- Ability to communicate and work with diverse families and professionals.
- Ability to effectively guide childcare partners and staff towards obtaining positive results
- Ability and willingness to work in a program located in a high-risk, low-income community.
- Proven ability to function as a leader, as well as a team member.
- Ability to exercise discretion in handling confidential information and materials. Ability to communicate and respond in a manner that consistently demonstrates respect and concern.
- Must have excellent organizational skills and proven ability to work within prescribed timelines.
- Must have excellent written and verbal communication skills.
- Must have reliable transportation and be willing and able to travel to partner sites.
- Intermediate knowledge of computer applications, word-processing software in a Windows environment and ability to learn and master other computer technology /software as needed.

EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:

Bachelor's degree in Early Childhood Education or related degree and three years teaching experience in an early childhood program working with infants/toddlers and preschoolers OR Associates' degree in Early Childhood Education with 5 years teaching experience in an early childhood program

Criminal background clearance and a physical examination and TB test are required as condition of initial employment and continued employment. Current driver's license, car, and liability insurance required.

Revised 06-06-2015