

TRI-COUNTY COMMUNITY ACTION, INC.

PROJECT HEAD START & EARLY HEAD START

JOB DESCRIPTION

JOB TITLE: Education Specialist Coach

DEPARTMENT: Head Start Birth to Five Program

CLASSIFICATION: Full Time; Non-Exempt

GENERAL DESCRIPTION: The Education Specialist Coach must be a person with high moral standards and possess a commitment toward maintaining those standards as a role model for staff and participating families. He/she must have initiative and imagination. Must be a self-starter with the ability to work unsupervised yet be willing to accept direction. Tact and the ability to work with others in a positive manner are necessary. The Specialist must be able to assume general administrative and supervisory duties as delegated by the program director in order to maintain a quality program.

QUALIFICATIONS: B.S., B.A., BAAS in Early Childhood Education or a related field. This qualification is in line with the Head Start Performance Standards. Experience working with low-income families and with small children is a must. Experience must also include working with adults to meet training needs, program planning, organization skills.

DUTIES:

- Develop and maintain positive, supportive relationships with child development staff.
- Work with the Center Directors to develop a schedule for conducting classroom observations as a foundation for determining teaching staffs 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 Specialist, Center Directors, and School Readiness Leadership Team to share data and assess teacher progress.
- Follow-up on individual child development staff requests for mentor coach services and document of training/coaching provided.
- Provide constructive feedback and support to teaching staff for learning and growth. This may include one on one 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.
- Plan and present small group workshops on relevant child development topics based on program monitoring outcomes, including Pre-Service Training
- Promote best practices in early childhood development based on Head Start Performance Standards, Creative Curriculum, PITC Philosophy, Texas Child Care Licensing Guidelines, and other prescribed curricula used to advance the quality of teaching
- Maintain current plans and policies related to Education Coaching
- Use reflective practice and additional strategies to promote positive outcomes for the teaching staff and the children they influence.

- Receive and maintain CLASS certification
- Administer the Classroom Assessment Scoring System (CLASS) twice a year and analyze ongoing data including literacy specific assessments to measure improvements in child outcomes
- Gather and maintain course work documentation from teaching staff
- Distribute latest research based resources for teaching staff
- Travel as needed throughout the serve area
- Must be able to lift or move 20 to 25 pounds
- Regular working hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Perform any other assigned tasks relevant to the effective operating of the program or other task assigned by supervisor.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties

SUPERVISORY DUTIES:

None

IMMEDIATE SUPERVISOR:

Head Start Director