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**Reports to:** Assistant Director of Early Childhood Services  
**Classification:** Full-time

**Department:** Early Childhood Services - Center Base  
**Status:** Exempt

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## POSITION SUMMARY:

Provides individualized coaching and mentoring to Teacher and Assistant Teacher Specialists. Uses proven effective strategies to increase staff's ability to support positive school readiness outcomes for children ages zero to five, in both center-based program option. Responsible for providing technical assistance using assessment tools, computer-based applications, cooperative learning techniques such as Learning Communities and visual aids, as necessary.

## ESSENTIAL FUNCTIONS:

- Promote excellence in daily program operations that support the provision of quality services for children and families, and a learning environment where all staff can thrive
- Obtain and share knowledge of theories and techniques regarding Early Childhood development
- Provide regular support to staff through recognized practices such as, observation, targeted coaching, on-going training, and professional development goals
- Travel within agency service area with occasional out of area trips for training
- Meet all grant requirements
- Develop and implement Practice Based Coaching strategies using the Teachers Learning and Collaborating (TLC), Learning Communities structure with Early Head Start teaching staff and home-based Family Educators
- Conduct pre-assessments to identify staff strengths and challenges with relevant research-based instruments such as the Teaching Pyramid Infant/Toddler Observation (TPITOS).
- Coach and mentor assigned Teacher and Assistant Teacher by utilizing research-based effective teaching strategies based on the individualized needs of each staff member.
- Improve staff's ability to foster school readiness and brain development in children zero to three years, as documented by improved school readiness outcomes.
- Ensure that all staff provide customer driven services, supporting the parent(s) as the first and most important teacher for their child
- Ensure coordination of programming through positive relationships with area service partners
- Train and ensure staff knowledge and competency regarding Head Start Program Performance Standards, Policies and Procedures, classroom management, best practices, Positive Behavior Support (PBS), Animated Literacy, Apricot, and Curriculum
- Prepare content and lead presentations at TLC Learning Communities
- Provide materials and direction for facilitation of TLC monthly Learning Communities
- Observe and video staff in classroom settings, implementing identified teaching strategies to enhance staff's teaching skills and techniques
- Establish and maintain consistent and regular coaching schedules for staff
- Propose innovative teaching approaches and goals to assist staff in the implementation of their Professional Development Plans
- Conduct post-assessments to measure improvements in staff strengths and challenges with relevant research-based instruments, such as, the Teaching Pyramid Infant Toddler Observation (TPITOS) and the Teacher Pyramid Observation Tool (TPOT).
- Analyze and interpret various forms of data
- Develop and modify coaching curriculum as necessary
- Maintain professionalism and a team structure; serve as a role model for staff, children and parents and attend all service training as provided
- Perform all program responsibilities within the parameters of the Head Start Performance Standards mandates and Kansas Licensing regulations
- Respect and support cultural differences and diverse family structures
- Maintain dependable, punctual attendance, and adhere to appropriate break times.
- Attend mandatory In-Service trainings and staff meetings
- Responsible to report any suspected abuse or neglect to appropriate authority

- Advocate for SEK-CAP, Inc. in the community
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- Support management decisions both in actions and words
- Cross train for all center positions
- Be available as first line of communication with centers.
- Ability to work unconventional business hours
- Other duties as assigned

### **KNOWLEDGE AND EXPERIENCE:**

#### Essential:

- Basic computer and electronic equipment skills
- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems
- Ability to get along with diverse personalities; tactful, mature, and flexible
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing
- Resourceful and well organized
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers
- Ability to learn and adapt

#### Desired:

- Knowledge of Head Start Performance Standards/KDHE Licensing requirements
- Knowledge of area resources

### **EDUCATION AND QUALIFICATIONS:**

- Bachelor's Degree in Early Childhood Education or Child Development or a related degree and coursework equivalent to major in Early Childhood Education or Child Development required. Three units of infant/toddler course work required.
- Five years' experience in a child development program (0 to 3 preferred), working directly with children, families and staff; required three years' experience in a supervisory role
- Must have ability to use technology in an instructional environment and be able to successfully implement technology in presentations.
- Successfully complete a physical exam and TB skin test before beginning employment and as required by Head Start Program Performance Standards and KDHE Licensing Regulations
- Obtain First Aid card and CPR at orientation and keep current
- Possess current, valid driver's license and meet agency insurance underwriting guidelines
- Submit to and pass standard criminal history check

### **OTHER QUALIFICATIONS:**

- Acquire and maintain trainer of trainers' certification in Teachers Learning and Collaborating (TLC) techniques
- Acquire and maintain TPITOS certification for Center for Social Emotional Foundations of Early Learning (CSEFEL) Pyramid
- Acquire and maintain CLASS Certification
- Work effectively with multi-cultural, diverse groups, and have the ability to establish a positive relationship with staff, families and children
- Knowledge of different teaching methods and styles and have the ability to provide specialized and individualized instruction
- Advanced skills in effective communication, both verbal and written
- Knowledge of principles of coaching/mentoring; experience preferred
- Knowledge of principles of child abuse reporting

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to 30 pounds
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Noise level is usually quiet to moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date