

JOB CLASS DESCRIPTION



Job Class: Professional Development Coach
Department: Head Start
Supervisor: Coordinator – Professional Development Coach
FLSA Status: Non-Exempt **Grade:**
Revision Date: February 2021
Prepared by: Bi-County CAP, Inc.



Mission

The mission of BI-CAP Head Start: Prenatal to Five is to give children and families a head start for Kindergarten and for life.

Job Summary

The Primary role of the Coach is to support staff to further families' and children's development toward their school readiness goals. The Coach will provide support to staff for the implementation of programming for the group and individual needs of children and families.

Scope of Responsibility

- Enhancing services for children and families through consultation with staff to ensure children's development toward the overall goal of school readiness
- Provide direct support utilizing the practice based coaching model
- Build relationships with staff to ensure a supportive environment for coaching
- Promote practices which meet all program regulations and standards

Essential Duties and Responsibilities

1. Coaching duties:
 - 1.1. Utilize Practice Based Coaching including observation, reflective feedback and modeling of effective practices
 - 1.2. Use tools and techniques for service delivery to fidelity
 - 1.3. Integrates early childhood developmentally appropriate practices into the program through day-to-day relationships with all staff
 - 1.4. Consults with internal and external professionals when coaching assignment is related to children with special needs, learning or behavior issues
 - 1.5. Assists in the assessment of staff development needs
 - 1.6. Serves as a resource for staff and program participants
 - 1.7. Facilitates on-going learning for staff through TLC (Teachers Learning and Collaborating) groups
 - 1.8. Provide researched based professional development opportunities aligned with program school readiness goals as needed
 - 1.9. Attends meetings as appropriate
2. Assist with supporting family and community partnerships:
 - 2.1. Advocate for families through connections with other service providers and community agencies
 - 2.2. Create partnerships and collaborations with local education agencies (LEA) and other child advocacy programs
 - 2.3. Refer individual case management and transition services as appropriate
3. Management of reports, records and documentation:
 - 3.1. Assist with information for required reports
 - 3.2. Maintain coaching records as required in a timely manner

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4. Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
 - 4.1. Frequently interact with program and agency staff to exchange basic fact information as well as detailed and/or technical information
 - 4.2. Responsible for effective communication across departments in order to achieve work related objectives
 - 4.3. Attend coaching team meetings to discuss questions, concerns, goals and progress, options and ideas to assist staff in reaching goals
 - 4.4. Work to develop a positive team approach to meeting the needs of children and families
 - 4.5. Receive and respond to routine and/or confidential issues requiring knowledge of departmental policies, procedures, activities, and rules
 - 4.6. Participates in community outreach, advocacy and inter-agency committees and events;
 - 4.7. Refer issues and concerns to the appropriate party for resolution as necessary
 - 4.8. Adhere to agency's policies concerning confidentiality and data privacy
5. Perform all job duties in compliance with safety guidelines and an ongoing awareness of safety practices:
 - 5.1. Know and follow department and BI-CAP rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss
 - 5.2. Wear proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work
 - 5.3. Make effort to avoid or correct potentially unsafe conditions and/or report them to the responsible supervisor or safety representative in a timely manner
6. Engages in on-going professional development.
7. Perform other duties and activities as assigned.

Qualifications

Applicant must have a valid driver's license and auto insurance. Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity.

Per Head Start Program Performance Standards 1302.91 (f) Coaches. A program must ensure coaches providing the services described in 1302.92(c) have a minimum of a baccalaureate degree in early childhood education or a related field.

Knowledge, skills and abilities include:

- Knowledge and experience working with early childhood curriculum and assessment tools.
- Effective reading, writing and communication skills;
- Proficient computer skills and abilities for effective documentation and communication via Microsoft Office and other programs as required;
- Meet requirements of Head Start and the Minnesota Department of Human Services background studies;
- Strong attention to detail;
- Ability to establish and maintain effective working relationships with others;
- Demonstrate acceptance toward low-income families, other racial and ethnic groups and have an appreciation of cultural diversity and differing values;

Physical Demands & Working Conditions

May experience stress from working with families experiencing difficult situations. Occasional driving to attend meetings. Occasional lifting up to 50 pounds.

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Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director retains the discretion to add duties or change the duties of this position at any time.