

Community Action Partnership of Cambria County

Coach (Hourly Non-Exempt)

Reports to: Education/EHS Manager

Department: Early Childhood

Classification Group: L

Date: February 1, 2022

JOB SUMMARY:

1. The position of Coach involves specialized work in developing and maintaining contact between the Early Childhood Programs and education staff. Work involves preparation or development and administration of:
 - a. Agency Early Childhood policies and procedures
 - b. Professional Development of Education Component Staff
 - c. Marketing services on behalf of the Early Childhood Programs
2. This position is supervised directly by the Education/EHS Manager.

ESSENTIAL RESPONSIBILITIES:

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. Is trained in adult learning principles and researched based coordinated strategies, such as Practice Based Coaching.
3. Observes, gives feedback, and models effective teacher practices directly related to program performance goals.
4. Gathers, assesses, and inputs data into various systems, including, but not limited to Child Plus, Teaching Strategies, and Devereux
5. Uses assessment data to drive individualized coaching strategies that are aligned with school readiness and program performance goals.
6. Assists Education Managers in completion of Education Component responsibilities including, but not limited to, planning needed professional development activities to support staff in areas of concern.
7. Creates reports and develops coaching agreements for individual education staff based on observations of program room practices, ensuring that results are non-punitive.
8. Attends and participates in Children's Outcome Assessment Team/School Readiness meetings (COAT/SR) for the purpose of aligning professional development to school readiness needs.
9. Maintains contact and communication with program director, education managers, and any other relevant staff.
10. Is a Pre-K Reliable Classroom Assessment Scoring System (CLASS) observer.
11. Eats with children as needed sharing the same menu while demonstrating socially acceptable behaviors and manners.
12. Assists with children as needed in the center.
13. Performs other reasonably related duties as assigned by immediate supervisors and other management as required.

ADDITIONAL RESPONSIBILITIES:

1. Participates in meetings, job related trainings and continuing education programs as required or suggested by HHS and sponsoring organizations.
2. Follows the program procedures relating to confidentiality.
3. Performs overnight travel as required.
4. Travels to center sites throughout the county as required.
5. Provides assistance as needed at the center.
6. Must pass initial and tri-annual physical exam and TB screening.
7. Mandated Child Abuse/Neglect reporter

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of computers, including MS Word, Excel, and other related programs.
2. Must demonstrate thorough knowledge of Head Start Program Performance Standards, State Regulations and written policies and procedures.
3. Working knowledge of social service systems.
4. Proficient oral and written communication skills including effective listening skills.
5. Ability to deal tactfully with the public.
6. Working knowledge of outcome-based services and implemented curricula.
7. Training and experience in adult learning principles.
8. Will become a Reliable CLASS Observer
9. Pediatric First Aid and CPR Certification.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. Bachelor's Degree in Early Childhood Education (ECE) or a related field plus five (5) years successful work experience with children birth to 5 years old. (Required)
2. Current PA Driver's License and reliable transportation. (Required)
3. Free of Child Abuse/Neglect history as verified by proper authorities. (Required)
4. Must obtain Child Abuse, PA State Police, and FBI Fingerprinting Clearances prior to starting employment. (Required)
5. Must meet vaccination requirements set by funding sources. (Required)
6. Demonstrated experience working in a child oriented group setting. (Preferred)
7. Training in or demonstrated knowledge of Creative Curriculum and Parents as Teachers (PAT). (Preferred)

EMPLOYEE'S SIGNATURE: _____

DATE: _____