



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION COACH – EARLY LITERACY PROMISE NEIGHBORHOOD INITIATIVE

DEFINITION:

Under general supervision of the Specialist, this position provides early literacy and language coaching to Corning area preschool educators around research-based strategies for the classroom, interventions, consultation and program planning related to Early Literacy. Effective coaches must be able to build relationships with other staff based on mutual respect, demonstrate effective communication skills, practice conflict resolution skills, have an ongoing commitment to learning, and possess good observation skills, model best language and literacy practices when working with young children. This position is site specific to the Corning Promise Neighborhood Initiative and is contingent upon continued funding.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Develop and model high quality literacy activities and strategies for/with preschool educators.
- Develop, understand, implement and facilitate effective instructional strategies and research-based "best practices" in an early reading program.
- Support teachers in analyzing data to make instructional decisions regarding individual students and curriculum development.
- Utilize data from diagnostic tools to determine additional extra supports needed in order to support student language and literacy development.
- Develop formative assessment processes and collect observational data to guide professional learning and coaching.
- Design and deliver training on research-validated oral language/early-reading instruction to project staff and related preschool staff.
- Design, facilitate and calendar family engagement language and literacy activities.
- Meet regularly and communicate frequently with Early Childhood Specialist and Early Childhood Program Director to ensure services to students and effective program function.
- Participate in required professional learning and meetings for Coaches.
- With Early Childhood Specialist, collaborate with Corning Elementary Transitional Kindergarten, Kindergarten and First Grade teachers, Instructional Coach and Elementary Principals to share best instructional practice, student data and family engagement activities; co-train when appropriate (PLC implementation, instructional strategies).
- With Early Education Specialist, monitor project implementation and evaluate project activities.
- Support Early Childhood Specialist to prepare and deliver regular project data collection and progress reports to Promise Neighborhood leadership, preschool program directors and Corning Elementary School District administrators.
- As needed for completion of duties, attend meetings outside of traditional working hours.
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Early Childhood Education or related preferred.
- Master Teacher level permit (or higher) or ability to obtain (assessed during the hiring process).
- Bilingual preferred.
- Three (3) years (minimum) of demonstrated early childhood teaching competency.
- Two (2) years demonstrated experience in professional development design and delivery.
- Valid California driver's license and evidence of insurance.



Tehama County Department of Education
 Job Description
 Coach – Early Literacy
 Promise Neighborhood Initiative

Official: 
 Effective: 08/01/18

KNOWLEDGE OF:

- Research-validated early childhood oral language and early reading curriculum, instruction and assessments.
- Development and implementation of strong family and community engagement activities.
- Effective professional development and instructional coaching strategies.
- Current research and pedagogical recommendations relevant to the caching role.
- Instructional skills and knowledge base in early literacy components such as vocabulary, phonological awareness, comprehension, and alphabetical development.

ABILITY TO:

- Maintain confidentiality.
- Communicate effectively and maintain cooperative working relationships with a variety of teachers, administrators, business partners and community members.
- Implement learning theories, continuous improvement and quality professional development theories and practices.
- Provide quality coaching, mentoring and facilitation services and gain the professional respect of colleagues.
- Demonstrate initiative; act reflectively towards practices and act as a resource to colleagues and staff.
- Take direction from a variety of administrators and community partners while working cooperatively and collaboratively with a diverse group of people.
- Provide data and information for feedback to continuously improve practices related to job responsibilities.
- Manage time effectively.
- Be reliable and responsible.
- Demonstrate knowledge and skill with the student population served.
- Solve problems independently and collaboratively.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: August 1, 2018 Revised: _____

APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: August 1, 2018