



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION COACH – EARLY CHILDHOOD EDUCATION (ECE)

DEFINITION:

Under general supervision of the Early Childhood Program Director, this position provides early childhood coaching to Tehama County Department of Education preschool educators around research-based strategies to strengthen effective teaching practices, powerful interactions, welcoming environments, family engagement and program improvement. Effective coaches must be able to build relationships with other staff based on mutual respect, demonstrate effective communication skills, articulate knowledge of child development and current research-based pedagogy, have an ongoing commitment to learning, possess good observation skills, and model and/or demonstrate best practices when working with young children and educators.

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.

- Dialogue, demonstrate and model high quality activities and strategies for/with preschool educators.
- Develop, understand, articulate and facilitate effective instructional strategies and research –based "best practices" in an early childhood program.
- Facilitate a process to help educators develop individual plans to improve their environments, teaching practices to support young children's growth and development, and overall program quality.
- Offer resources and strategies to educators to enhance relationships, create appropriate environments, and teach social-emotional and cognitive skills.
- Assist educators to structure environments, routines and interactions that contribute to positive social-emotional and cognitive outcomes for the children and families in the program.
- Participates in the analysis of program data and assists in making improvements.
- Develop formative assessment processes and collect observational data to guide professional learning and coaching.
- Demonstrate culturally sensitive interactions and an awareness of individual educator and children's cultures.
- Design and deliver professional learning sessions that support educator, site, and program goals.
- Design, facilitate and calendar family engagement.
- Work collaboratively with Program Director to plan, deliver, and evaluate the effectiveness of strategies and professional development.
- Meet regularly and communicate frequently with Early Childhood Program Director.
- Act as a liaison between the Program Director and teaching staff.
- Participate in required professional learning and meetings for Coaches.
- 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 required.
- Current, valid Child Development Site Supervisor permit or ability to obtain (assessed during the application process).
- Bilingual preferred.
- Three (3) years (minimum) of demonstrated early childhood teaching competency.
- Two (2) years demonstrated experience in professional development design and delivery.
- Familiarity with Preschool Environmental Rating Scale, DRDP-2015 and CLASS.
- Valid California driver's license and evidence of insurance.



Tehama County Department of Education
Job Description
Coach – ECE

Official: _____
Effective: 08/15/19

KNOWLEDGE OF:

- Research regarding adult learning theories.
- Effective professional development and instructional coaching strategies.
- Experience with strength based quality improvement programs.
- Current research and pedagogical recommendations relevant to the coaching role.
- Instructional skills and knowledge base in early education such as, but limited to: language and literacy, math, science, social skills, social emotional learning, cultural diversity and inclusion practices.

ABILITY TO:

- Work with adults and facilitate supportive coaching conversations to encourage professional growth and learning.
- Maintain confidentiality.
- Communicate effectively and maintain cooperative working relationships with a variety of educators, administrators, regional partners and community members.
- Implement learning theories, continuous improvement, adult, 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.
- 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 5, 2019 Revised: _____

APPROVED

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

Signature: 

Date: AUGUST 5, 2019