

Missouri Ozarks Community Action

Job title	<i>INTENSIVE EARLY CHILDHOOD TEACHER COACH</i>	Grade	7	Class	Non-Exempt
Reports to	<i>DIRECTOR OF EDUCATION</i>	Step		Unit	HEAD START

Job purpose

Guides and role models, communicates openly and directly with teachers about their work, helping them improve their skills in working with children and families, and provide information and feedback. Works as a side-by-side coach, advising teaching personnel of developmentally appropriate practices and Head Start curriculum philosophy in communication with the Director of Education. Guides the protégé' on ways to instruct children in activities designed to promote social and emotional, physical, and intellectual growth with a focus on school readiness. The Director of Education supervises position.

Duties and responsibilities

1. Uses the Practice Based Coaching Approach
2. Works with individual teachers to determine their stages of development and develop a Professional Development Plan. Reviews and updates the plan with the teacher on a regular basis.
3. Maintains a schedule to ensure that all protégés receive adequate and sufficient time for their mentoring training.
4. Uses positive reinforcement and promotes positive self-esteem, when working with children, families, and staff members.
5. Demonstrates and observes teaching techniques and recommends changes for improvement.
6. Assist teaching staff in arranging, organizing and/or analyzing the physical setting of the classroom.
7. Recommends effective instructional methods and use of material. Makes recommendations relating materials to outcomes domain.
8. Conducts teaching staff development programs including request for technical assistance in collaboration with the Director of Education.
9. Develops and enhances personal professional development through continuing education and participation in local training programs.
10. Seeks new resources for developing lesson plans and classroom activities and shares information with teachers in mentoring program.
11. Obtains within one year of hire (pending class availability) and maintains (CLASS) reliability certification.
12. Have a working understanding of Classroom Assessment Scoring System (CLASS).
13. Assists with CDA program.
14. Assist in identifying and recruiting prospective families and volunteers for Head Start.
15. Participates in management staff meetings, or obtain meeting information, and attends trainings as needed.
16. Participates in the planning and implementation of the annual self-assessment process.
17. Plan and/or conduct staff professional development.
18. Contribute to the development of program proposals and Community Assessment, as requested.
19. Ensures the maintenance of required program records and follows the MOCA Head Start Record Retention policy and procedure.
20. Participates in annual strategic planning processes.
21. Maintains communication with Area/Site Supervisor, informing/discussing issues as applicable.
22. Documents, records and informs staff of observations and information, which might affect a child in the Head Start program.
23. Assists with child recruitment.
24. Assists with recruiting, training, and directing activities of volunteers.
25. Assists with parents, families and community in obtaining in-kind contributions for the center(s).
26. Perform other duties and tasks as assigned or needed.

Integrity

1. Ensure confidentiality of customers, agency and co-workers
2. Understand and promote the goals and philosophy of Head Start.
3. Become familiar with MOCA's Personnel Policy manual and the NAEYC Code of Ethical Conduct and follow policies outlined therein.
4. Has general knowledge of, and adheres to Head Start performance standards and the agency's mission statement.
5. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
6. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
7. Attend all staff meetings and required trainings.
8. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
9. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled shift.
10. Reports to work area ready to begin work at the assigned time.

Preferred Qualifications

1. Bachelorette Degree in Early Childhood Education or related degree with sufficient credit hours in Early Childhood Education/Development.
2. 1 or more years in a Head Start classroom as a lead or assistant teacher
3. Knowledge of the local social service system.
4. Knowledge of adult learning styles and the ability to instruct guide and model Early Childhood Education Approach that coincides with the Program's Curriculum and Philosophy.
5. Impeccable customer service skills.
6. Possess excellent communication skills (writing, spelling, listening, and speaking).
7. Ability to communicate and work with a variety of people from diverse backgrounds.
8. Working knowledge of Community Action and its programs.
9. Cooperate as a team member.
10. Ability to work without close supervision.
11. Utilize time management techniques.
12. Proficiency in word processing, spreadsheet, database, and presentation software.
13. Demonstrate knowledge and good judgment in matters of policy and procedure.

Minimum requirements

1. Bachelorette in Early Childhood Education or early childhood related field.
2. 1 year related experience and/or training, or equivalent combination of education and experience.
3. Ability to communicate effectively in both written and oral form.
4. Ability to work with people one on one.
5. Exceptional organizational skills and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex workload.
6. Ability to compute rate, ration and percent and to draw and interpret bar graphs.
7. Obtain and maintain reliability in CLASS observation.
8. Obtain and/or maintain First Aid and CPR certification.
9. Demonstrate dependable transportation, current insurance, and valid driver's license.
10. A current physical examination including a TB test. (within 30 days of employment)
11. Able to travel out of area on occasion for training; trips of two to five days.

Direct reports

Not applicable

Equal Employment Opportunity Statement

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Offers of employment are conditional pending criminal background check, a drug screen.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____

Approved by:		Approved by:		Approved by:	
Date approved:		Date approved:		Date approved:	
Reviewed:		Reviewed:		Reviewed:	