

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW DRAFT APPROVED AUGUST 2015
RANGE: 54
CLASSIFIED
CODE: NONE**

**EARLY LEARNING COACH II
KERN EARLY STARS**

DEFINITION

Under general supervision, to provide assistance to Program Quality Specialist and assist coaches with resources needed based on teacher needs/Quality Improvement Plans;

EXAMPLES OF DUTIES

Assist Program Quality Specialist in assigning coaches to sites;

convene coaches regularly to debrief, network and maintain communication;

assist with the identification and development/coordination of ongoing coach training;

ensure that all coaches maintain current assessor certification;

meet regularly with program administrators to facilitate support for coaching process, program involvement and sustainability;

provide focused technical assistance to program administrators to meet site Quality Improvement Plan (QIP);

provide additional support to coaches as needed;

conduct formal classroom assessments and write formal program assessment reports for the purpose of rating sites;

play an active role in continuous self-assessment and evaluation of program services for the purpose of promoting program quality;

develop and maintain schedules for on-site visits and observations;

collaborate with each assigned QRIS classroom program staff to develop a specialized Action Plan and determine appropriate dosage and frequency of coaching visits;

provide intensive coaching, technical support, in-service training, tools, linkages to resources and follow up visits to approximately 10 early care and education programs to support achievement of goals identified in their QIP and specialized Action Plans;

provide constructive feedback and on-site support for teaching practices to increase teacher implementation of information and transfer of new skills into practice; (may include modeling, co-teaching, observing and use of observation tools, providing reading materials or other resources as needed);

work jointly with program directors and site supervisors to compile and interpret program data to determine focus areas for mentoring and professional development as well as develop data related procedures as needed;

enter descriptions of all consultation activities and strategies, provider response, referrals, and other progress notes for each coaching activity (e.g. on-site visits, phone calls, emails, etc.) in the online database system monthly. To include teacher's implementation of practices described in goals/action plans;

participate in substantial initial and ongoing professional development for the purpose of providing effective mentor/coach activities as well as provide expertise on theory and practices that support children's development;

seek out information and assistance from supervisors, other staff and parents for the purpose of maintaining appropriate communication;

use the Quality Rating and Improvement System (QRIS) and California Preschool Learning System to focus on site level technical assistance;

accept responsibility for assisting in planning and achieving team goals;

collaborate with Kern Early Stars staffing team to develop a Quality Rating and Improvement System (QRIS) Quality Improvement Plan (QIP) for sites that lists broad goals and strategies to achieve goals;

collaborate with other program staff and external consultants, such as mental health, as needed to ensure successful implementation of site QIPs.

attend agency and program staff meetings and community meetings/events as assigned;

regularly drive and/or travel throughout Kern County to perform the above job duties;

co-present workshops/trainings including some Saturday and/or evening trainings for QRIS participants as assigned;

develop and maintain positive, supportive relationships with child development staff for the purpose of supporting staff growth through the mentoring process.

QUALIFICATIONS

Knowledge of:

The implementation of high-quality teaching and instructional practices for the purpose of stressing the powerful impact of teacher-child interactions and intentional approaches;

prefer knowledge of ERS, CLASS, DRDP, ASQ-3 and ASQ-SE, BAS and/or PAS, the Teaching Pyramid and the California Preschool Learning Foundations/Frameworks and the Preschool English Learners Guide;

applicable state laws, rules and regulations related to child care licensing;

various adult learning styles and proven strategies for working with each style;

relationship, Strengths and/or Practice based Coaching components for the purpose of assessing needs, engaging in focused observations and providing reflection and feedback in order to set goals and develop action plans.

Ability to:

Demonstrate initiative and work independently with minimal supervision;

meet attendance requirements of the position, be punctual and timely in all meeting requirements for work performance;

work some weekends and evenings;

travel within Kern County;

seek out information and assistance from supervisors, other staff and parents for the purpose of maintaining appropriate communication;

play an active role in continuous self-assessment and evaluation of program services for the purpose of promoting program quality;

demonstrate an ability to change and be flexible to incorporate innovations for the purpose of improving program services;

accept responsibility for assisting in planning and achieving team goals;
identify own training needs for the purpose of fulfilling opportunities for individual and professional growth;

assist other personnel and team members as may be required for the purpose of supporting them in the completion of their work activities;

use the Quality Rating and Improvement System (QRIS) and California Preschool Learning System to focus on site level technical assistance;

communicate clearly and effectively, orally and in writing;

maintain confidentiality of all records.

Education:

Bachelor's degree in Child Development or related field required.

Experience:

Minimum of five years full time, progressively responsible experience in a public or private child development program working directly with children, families and staff including teaching young children, conducting classroom assessments, and providing staff training and/or technical assistance to child development professionals;

Experience in mentoring, peer coaching, or coaching.

Conditions of employment:

Proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment;

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/10/15

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