

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Early Childhood Lead Coach
Pay Table: Support
Pay Grade: 12
FLSA Status:
Job Code: 866
Reports to: Head Start Director, Title I Coordinator

JOB SUMMARY

Under the Early Head Start and Head Start Director, the Early Childhood Lead Coach oversees and supports the program's classroom coaching staff.

ESSENTIAL JOB FUNCTIONS

- Supervises the Davis Head Start Coaching staff.
- Demonstrates a thorough understanding of evidence-based practices in early childhood education birth to age five, practice-based coaching, and adult learning theory.
- Collaborates with the Davis Early Childhood Program Coaches by setting goals and working towards goal achievement together.
- Assures Coaches are provided training and resources on evidence-based coaching strategies to guide and support the work of the teaching staff.
- Maintains reliability in the Classroom Assessment Scoring System™ (CLASS Pre K) and supports coaches on strategies to strengthen teacher-child interactions.
- Assesses program CLASS™ and child outcome data to inform coaching goals and practices.
- Meets regularly with the senior Early Childhood Management Team to discuss the needs and progress of the coaches, teachers, and children
- Plans and implements orientation and ongoing training of coaching staff.
- Oversees coaching and training budgets.
- Assists management in special projects as assigned.
- Assists in hiring coaching staff.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Early Childhood Education or a related field.
- Two (2) years of experience related to the above tasks, knowledge, skills, and abilities or an equivalent combination of education and experience.
- Driver's license.

- CLASS Reliability.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to train and work with diverse adult populations.
- Coaching experience and/or training adults in early childhood pedagogy.
- Strong leadership abilities; demonstrate active listening, excellent verbal and written skills, ability to motivate and encourage adult learners.
- Ability to understand the economically disadvantaged population and the basic philosophy of the Head Start Program.
- Knowledge of developmental expectations of 0-5 year old children.
- Typing and filing ability, computer skills, Microsoft Word & PowerPoint skills.
- Interpersonal skills.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.