

JOB DESCRIPTION
San Diego County Office of Education

Early Education Quality Support Coach

Purpose Statement

Under general direction, the Early Education Quality Support Coach will provide leadership, assessment, consultation, supports, and professional development to providers of early learning and care services participating in the San Diego Quality Preschool Initiative in a multi-tiered system of support framework in collaboration with community-based organizations and in accordance with grant requirements.

Essential Functions

- Provides coaching and technical assistance to SDQPI site administrators or leadership teams in support of continuous quality improvement within an MTSS framework.
- Provides training, consultation and support to early education administrators, teachers, and leadership teams to create and facilitate a Multi-Tiered System of Supports (MTSS) at the site, district and county levels.
- Provides assistance to administrators, owners of child development centers and educational leaders in various activities that include observation, feedback, modeling, interpreting data, and other supportive assistance necessary to implement and develop the MTSS Model.
- Assists in the implementation and structured development of MTSS at the site level using established CA- QRIS Professional Development Pathways.
- Supports directors/administrators/leadership teams in creating systems and modeling skillful use of data to inform decision making (ECRS, ASQ-3 and ASQ:SE, CLASS, DROP, EC-MTSS) Benchmarks of Quality and other related sources as identified by the provider/leadership team.
- Designs, plans, and delivers professional development activities focused on improving the early learning environment to include adult-child interactions, family engagement, and inclusion (universal design, embedded learning, routines-based learning opportunities).
- Provides coaching and supports to agency administrators/leadership staff to:
 - guide quality improvements through agency activities proven to increase teachers'/providers' instructional skills
 - identify and support agency strategies that focus on socio-emotional development and behavioral skills of children ages 0-5 in early care and education programs.
- Assists site leadership staff in continuous self- progress monitoring growth toward the site Quality Improvement Plan.
- Maintains effective and timely written and oral communication with early education provider leaders, community-based organizations and colleagues at the local and agency levels.

- Maintains professional competence through participation in professional growth opportunities and attending appropriate workshops, courses and conferences in keeping with the needs of students and in accordance with San Diego County Office of Education guidelines.
- Plans, schedules, and arranges information regarding in-service and coaching services in alignment to provider's agency-level professional development plans.
- Supports in preparing and the implementation of the agency's professional development plan according to SDCOE guidelines.
- Presents information to various districts and community groups for the purpose of information sharing, outreach, and/or the promotion of San Diego Quality Preschool Initiative (SDQPI).
- Plans, organizes, and directs research and development activities in the design and implementation of new and innovative ideas and processes.
- Designs, plans, and facilitates Community of Practice (CoP) sessions in alignment to professional development objectives and site quality improvement plans.
- Coordinates a variety of activities for the purpose of delivering service in compliance with established guidelines.
- Prepares a wide variety of complex materials (special projects, coach logs, etc.) in documenting activities and issues, meeting compliance requirements, providing references, making presentations and/or providing support materials for requested actions.
- Travels as required for the purpose of providing trainings and attend meetings.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE of:

The California early learning and development system (CAELDS) tools and QRIS related assessments:

- Ages and Stages Questionnaire (ASQ) screening tools
- Desired Results Developmental Profile (DRDP)
- Classroom Assessment Scoring System (CLASS) assessment series
- Environment Rating Scales (ERS) assessment series
- Benchmarks of Quality;

Community resources related to early childhood;

Practicing cultural competency in working collaboratively with diverse groups and individuals;

Stages of child development;

Early childhood curriculum and developmentally appropriate practices;

Quality improvement activities proven to increase teachers' instructional skills;

Research-based and advancements in child development field;

Theory and research-based interventions;

Quality Rating and Improvement System requirements;

State and local licensing requirements;

Effective strategies addressing needs of Dual Language Learners;
Professional development activities related to early childhood development;
Training and reflective coaching skills, methods, and techniques;
Adult learning principles;
Early learning and care systems practices;
Computer applications and variety of software programs;
Plan and organize work and meet deadlines;
Establish and maintain effective working relationships with other.

ABILITY to:

Specific ability-based competencies required to satisfactorily perform the functions of the job include:
Adapting to changing work priorities;
Communicating with diverse groups and individuals;
Setting priorities;
Building collaborative relationships;
Working with constant interruptions;
Maintaining confidentiality;
Meeting deadlines and schedules;
Working as part of a team;
Working with detailed information/data;
Gather, collate, and/or classify data;
Independently work with others in a wide variety of circumstances;
Operate equipment using standardized methods;
Independent problem solving is required to analyze issues and create action plans;
Communicate effectively both orally and in writing;
Proficiency in the software use of Microsoft suite.

Working Environment

Office setting, preschool centers, and home-based childcare centers. Worksites may be located in high-risk, low-income communities.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

Travels and drives a vehicle as required in conducting course of business throughout the county.

Minimum Qualifications:

Experience: Five (5) years of successful experience in Early Education with two (2) years in a classroom setting and three (3) years of administrative level experience in providing leadership in professional development and quality improvement in early education.

Including three (3) years of successful experience in a QRIS professional development role recognized by the county's lead QRIS entity.

Education: A Bachelor's degree in child development or related field.

Equivalency: Any combination of education and experience equivalent to a Bachelor's degree in child development or related field and five (5) years of successful experience in Early Education with two (2) years in a classroom setting and three (3) years of administrative level experience in providing leadership in professional development and quality improvement in early education. Including three (3) years of successful experience in a QRIS professional development role recognized by the county's lead QRIS entity.

Required Testing

N/A

Certificates

Valid CA Child Development Program Director Permit and;

The following certifications required in at least one age group:

- Classroom Assessment Scoring System (CLASS) Certification
- Environment Rating Scales (ERS) Reliability and;

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

TB Screen and immunization verification as per Title 22 regulations.

FLSA State: Exempt

Salary Grade: Certificated Management Grade 030

Approved by: _____



Dr. Olivier Wong Ah Sun, assistant superintendent
Human Resources