

## EARLY CARE AND EDUCATION COACH

### Basic function

The Quality Improvement Coach serves as a coach, mentor, and trainer for family child care providers and center-based early care and education programs. The Early Care and Education (ECE) coach will support the Santa Barbara County Education Office (SBCEO) ECE programs and community based early childhood settings throughout Santa Barbara County.

### Supervision

Directly responsible to the Administrator, and/or Coordinator Early Care and Education Programs.

### Representative duties

- Assist sites in drafting and implementing a Continuous Quality Improvement plan.
- Support teachers and administrators to plan, implement and supervise a developmentally appropriate early learning program to ensure that the cognitive, physical, social/emotional, creative and educational needs of the program participants are met
- Support ECE teachers and administrators in identifying child and family needs and making referrals to appropriate agencies as necessary.
- Collaborate with partners in the planning of community/preschool educational events and solicit community support, including donations of goods and services.
- Support SBCEO's Early Care and Education team with the implementation of Quality Counts Santa Barbara.
- Develop and maintain positive working relationships with SBCEO ECE programs, school districts, early learning programs, and community organizations.
- Provide coaching, mentoring, technical assistance, and training to public/private early learning programs and Local Education Agencies (LEA) to support Preschool to third grade (P3) initiatives focused on continuous improvement and maintenance of quality early learning environments and programs.
- Provide onsite and virtual support to assigned ECE sites, including promoting reflective practices, instructional and environmental support and resources, and modeling successful and developmentally appropriate early childhood teaching strategies and techniques.
- Conduct onsite observations of ECE staff and facilities to assist in the development and implementation of Quality Improvement (QI) goals of each assigned site, review and update the QI goals/plan, and identify and develop resources to support site goals.
- Provide guidance to quality rated early learning programs with the assembly and completion of the Self-Rating Scale.
- Assist with the identification, gathering, and analysis of data relating to child care needs and early learning programs in Santa Barbara County to support compiling and presenting concise reports and grant applications.
- Assist in planning and delivering developmentally appropriate trainings and workshops for early care and education professionals, including but not limited to, the Quality Rating Improvement System (QRIS) program assessment and observation tools, child development and best practices, and the California Preschool Foundations and Frameworks.

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- In a timely manner, collect and maintain data, and case notes to measure, document and report progress of Quality Counts participants. Enter data accurately into the QRIS data system, Vertical Change. Collaborate and coordinate with other QRIS coaches, within SBCEO and externally, to share best practices, learn, and advocate for early learning. Attend training to increase coaching skills and knowledge, and to earn certifications, when offered and appropriate.
- Regularly participate in SBCEO Early Care and Education, Santa Barbara Quality Early Learning Consortium, First5 IMPACT hub, Local Child Care Planning Council and other local, regional, and state meetings, as assigned.
- Support efforts for community outreach to P3 providers, educators, and administrators to build community understanding and support for accessible, high-quality early learning.
- Interact and communicate effectively with children and adults from diverse cultural and socioeconomic backgrounds.
- Maintain confidentiality of children, families, and providers involved in Quality Counts Santa Barbara.
- Perform other related duties as assigned.

### Qualifications

Possession of a valid California Commission on Teacher Credentialing Site Supervisor permit. Minimum 3 years' experience and extensive knowledge related to working in the Early Childhood Education (ECE) field required. Must have experience coaching and training in an early care and education setting.

Bachelor's Degree or higher in Education, Child Development, Early Childhood Education, or related early learning field.

Demonstrated ability to take initiative, problem-solve, and work independently, as well as collaboratively.

Must maintain and provide proof of current immunization against influenza, pertussis, and measles. Other vaccinations/immunizations may be required to support specific programs.

Ability to work evenings and weekends as needed due to training and site visits.

### Preferred Qualifications

Knowledge of child development programs and licensing requirements both private and state funded; principles, theories, practices, methods, and techniques used in early childhood programs.

### Knowledge of the following:

Principles of leadership, collaboration and support.

Effective time management, organization, presentation and facilitation methods.

Excellent oral and written communication skills, as well as proficiency with standard software applications (i.e. Microsoft Word, Excel, Outlook mail, etc.)

Current research and trends concerning early care and education, including strategies and methods of behavior and classroom management, and developmentally appropriate practices in early learning.

Quality Rating and Improvement System (QRIS) tools and processes, i.e. rating matrix, Classroom Assessment Scoring System (CLASS), Early Childhood Rating Scale (ECRS), Desired Results Developmental Profile (DRDP), and Ages and Stages Questionnaire (ASQ).

### Licenses and certificates

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Possession of a valid [California Commission on Teacher Credentialing Site Supervisor](#) permit.  
Possession of a valid California Driver's License if required by the duties of the assignment.  
Experience and/or training appropriate to support quality early learning programs in Santa Barbara County.

### **Working conditions**

Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety concerns exist.

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