|  |  |
| --- | --- |
| Job Title: | **Education Coach & Disabilities Manager** |
| Department: | **Child & Family Development** |
| Reports to: | **Early Childhood Programs Director** |
| Grade: | **L** |
| Supervises: | **Education Coaches** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **April 26, 2021** |
|  |
| Purpose: To support Education Coaches in ensuring that high quality curriculum instruction in beginning reading, writing, speaking, language development, and math are part of the daily Head Start classroom routine. These rich experiences will promote school readiness and increase outcomes by improving the literacy and math achievement for all enrolled Head Start children. The Education Coach Manager will provide training and support in coaching practices and research-based instruction for the Education Coaches that will help them guide and enhance the teachers’ knowledge in providing high quality experiences for the children we serve.  |
| Position Objectives: * Continuous development of Education Coaches’ role in coaching teachers.
* Scheduling, planning, and facilitation meetings/trainings on a regular basis for the Education Coaches, both as a group and individually.
* Identify Education Coaches’ development needs and provide support for growth.
* Guide Education Coaches to connect research and current theory to their practice as a coach.
* Assist Education Coaches in connecting outcomes to individualizing for each child ion the classrooms.
* Assist Education Coaches in using the Classroom Assessment Scoring System as an observation tool and in training their teaching staff.
* Creative Curriculum and Teaching Strategies GOLD: provide training and support to staff, evaluate and analyze assessment outcomes, and generate outcomes reports.
* Assist Education Coaches in using the child outcomes to guide their coaching with their designated teachers.
* Meet monthly with each Education Coach to discuss observations, training, and goal setting with the classroom staff.
* Represent NMCAA Head Start as an advocate for children, families, and communities.
* Track Professional Development/college plan for the program.
* Performs other incidental and related duties as required and assigned.
 |
| Essential Functions: ***Eligibility Recruitment Selection Enrollment & Attendance (ERSEA)**** Team with the Education Coach to select eligible children to ensure full enrollment in classrooms without a FES.
* Monitor attendance through monthly recaps to ensure attendance is above 85%.

***Education and Child Development**** Utilize the Performance Standards, Head Start Act, State of Michigan Child Care Center Licensing Rules, the Early Childhood Standards of Quality for Pre-Kindergarten, GSRP Implementation Manual, Great Start to Quality, NMCAA Personnel Policies and Program Procedure Manual to ensure programs requirements are being met.
* Ensure that the Education Coaches are monitoring the classrooms to make sure they are developmentally appropriate classroom environments using the Creative Curriculum, School Readiness goals, Conscious Discipline, PQA, and Early Learning Framework.
* Ensure and guide that the Education Coaches are using data and child outcomes from Teaching Strategies GOLD assessment reports.
* Adhere to NMCAA Early Childhood Guidance Policy and the NMCAA Child Development Programs Code of Conduct.

***Health**** Coach the Education Coaches to ensure safe and healthy classroom environments using Licensing requirements, the Head Start Monitoring Tool, CLASS, and Preschool Program Quality Assessment as guidance.
* Ensure that the developmental screeners are being completed with all enrolled children through the ChildPlus system.
* Work with the Education Coach and Mental Health Manager to ensure families and children are being supported through mental health referrals and services.

***Family & Community Engagement**** Ensure that the teachers and coaches are planning and implementing transition activities for the child and family in preparation for the child’s next school setting.
* Ensure curriculum meetings are taking place with the schools in assigned areas to discuss curriculums, children, and families to bridge the Head Start program with the children’s next school setting.
* Develop relationships with other professional agencies.
* Partner with the Intermediate School Districts to ensure that children and families are receiving the services to help their child reach their full potential.
* Monitor the Family Engagement activities to ensure the plans are centered on school readiness.

***Services for Children with Disabilities**** Ensure Individualized Action Plans are developed to meet identified child goals and objectives from IEP’s, DECA’s, child assessments, etc.
* Follow special needs referral procedures for children and families.
* Guide Education Coaches through the ISD referral process and attend IEP’s, if needed.
* Ensure IEP’s are in ChildPlus.
* Ongoing discussions with Education Coaches regarding referrals and services for children with disabilities.

***Record Keeping**** Basic computer skills with experience with internet access, web-based software and e-mail. Working knowledge of office equipment.
* Use provided guidance and checklists regarding due dates and timelines.

***Personal and Professional**** Maintain professional and personal confidentiality.
* Proficient writing skills.
* Perform required physical tasks, including the ability to lift at least 50 lbs.
* Participate in professional growth opportunities.
* Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements.
* Perform other related duties as assigned by supervisor.
 |
| **Measured by:*** The accuracy and timeliness of completed work.
* The quality of services provided.
* Cooperation and feedback from families and co-workers.
* The ability to represent NMCAA professionally in service to families and the larger community.
* Performance in job duties in accordance with agency policies and procedures.
* Adheres to NMCAA employee performance review expectations based off the Cornerstones of Culture, Working Habits, Job Performance and Personal Goals.
 |
| **Minimum Education:*** Master’s degree in early childhood education or related field.
 |
| **Minimum Experience:*** Five years’ prior experience in management, training, and program evaluation.
 |
| **Essential Abilities:** * A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Adhere to and promote the Cornerstones of Culture.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
* Demonstrate sensitivity and understanding when working with children and families.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member with agency and community members.
* Ability to perform physical tasks to carry out specific job duties.
* Ability to plan, organize, prioritize, and multitask.
* Strong public speaking skills and the ability to prepare and carry out trainings.
 |
| **Minimum Skills Required:*** Ability to partner cooperatively with other agencies, GSRP partners, the Intermediate School District and health professionals.
* Effective written and interpersonal communications skills.
* Strong organizational skills with the ability to work efficiently and effectively.
* Creative and innovative approach to job tasks.
* Willingness to seek professional development.
* Research skills related to focus areas (literacy, curriculum, assessment)**.**
 |
| **Minimum Physical Expectations:*** Physical activity that often requires keyboarding sitting, phone work and filing.
* Physical activity that often requires extensive time working on a computer.
* Physical activity that often requires car travel.
* Physical activity that often requires lifting under 25 lbs.
* Physical activity that sometimes requires bending, stooping, reaching, climbing, kneeling, and/or twisting.
* Physical activity that sometimes requires pushing and pulling over 25 lbs. but not more than 50 lbs.
* Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.
* Physical activity that never requires lifting of more than 50 lbs.
 |
| **Minimum Environmental Expectations:*** The Education Coach and Disabilities Manager position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
* The employee also uses a vehicle which exposes them to potential traffic dangers and exposure to weather conditions.
* Possible exposure to blood and bodily fluids or tissues.
* Possible exposure to communicable diseases.
 |