

**Head Start/Early Head Start Instructional Coach:** Based in Burlington – 40 hours weekly. Must have a Bachelor's degree in Early Childhood Education/Development and experience teaching preschool. Will visit Head Start/Early Head Start classrooms to identify strengths, areas of need, and teaching staff most in need of intensive coaching. Will meet with teaching staff during the cyclical Practice Based Coaching process to provide guidance, set goals and evaluate data and progress. Will work with teaching staff to develop individual plans for instructional improvement. Willing to travel within the area; have current auto insurance. Wage is \$19.02/hour with full benefit package. Post offer, pre-employment drug testing, criminal background check required. Submit **REQUIRED**, fully completed Agency application to: Community Action of Southeast Iowa, 2850 Mt. Pleasant Street, Suite 108, Burlington, IA 52601 by **4:00 p.m. Tuesday, July 14, 2020**. Applications available at any Agency center or online this website. Affirmative Action/Equal Opportunity Employer.

**COMMUNITY ACTION OF SOUTHEAST IOWA**  
**JOB DESCRIPTION**

**Job Title:** Education Instructional Coach  
**Department:** Head Start  
**Reports to:** Head Start/Early Head Start Education Manager

**Summary:** Assist in development, implementation and monitoring of the education component through coaching and mentoring of classroom staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Visit the classrooms and staff for purposes of observation, consultation, monitoring and coaching.
3. Assess all education staff and classrooms to identify strengths, areas of need, and staff most in need of intensive coaching.
4. Ensure staff the opportunity for intensive coaching and instructional guidance according to the program policies and procedures in place.
5. Provide staff, not identified for intensive coaching, other forms of research-based professional development in alignment with program school readiness goals.
6. Schedule and meet with staff during the cyclical Practice Based Coaching process to provide guidance, set goals and evaluate data and progress.
7. Coordinate, mentor, and assist staff with the Child Development Associate (CDA) certification process.
8. Develop and coordinate training for teaching staff regarding CLASS, TPOT and Creative Curriculum.
9. Provide resources and materials for all teaching staff to support the implementation of PBIS in the classroom.
10. Plan, coordinate and carry out training events with education services staff and other components.
11. Train teaching staff on the designated curriculum and assessment of children and assist in implementing results in the classrooms.
12. Assist teachers in developing daily activities and lesson plans around child outcomes.
13. Assist the Education Manager in the development and implementation of the curriculum, planning teacher meetings.
14. Plan coaching onboarding orientation for new education staff and volunteers.
15. Work with teaching staff to develop individual plans for instructional improvement.
16. Implement and monitor the chosen research-based coaching model with classroom staff involved in intensive coaching.
17. Participate in the annual self-assessment and Community Assessment.
18. Be knowledgeable of the National Association for Education of Young Children (NAEYC), Department of Human Services (DHS), Iowa Early Learning Standards, and Individualized Education Plan (IEP) processes and requirements.
19. Develop and maintain partnerships with community schools and other programs and agencies.
20. Participate in training events and meetings as requested by the Head Start / Early Head Start Director.
21. Be knowledgeable of federal, state and local regulations regarding education services.
22. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and aware of the Agency's other programs, mission and goals.
23. Assist in delivery of supplies to classrooms and centers.

24. Model professional behavior and dress code.

**SUPERVISORY RESPONSIBILITIES:** Is responsible for appraising performance; motivating to succeed and taking corrective action; addressing concerns and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's Degree (B.A. /B.S.) from a four year college or university in Early Childhood Education/Development, or have a B.A. /B.S. in another field with coursework equivalent to a major relating to ECE/ECD and experience teaching preschool age children. Must have staff supervisory experience and the capacity to offer assistance and direction to teaching staff in the implementation and adaptation of curricula to the needs of children in a Head Start classroom.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret policies, Head Start regulations, technical procedures, and applicable laws. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of parents, staff and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**COMPUTER SKILLS:** Know basic computer operations including Windows, Microsoft Office products and e-mail. Willing to learn Head Start specific software and internet use.

**REASONING ABILITY:** Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER QUALIFICATIONS:** Must be able to travel throughout the four county service area regularly and travel occasionally state and nation wide. Must have a valid driver's license, access to a vehicle and be insurable. Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to working telephone and must keep Central Office informed of the current telephone number.

**PHYSICAL DEMANDS:** The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk and hear; frequently required to stand, walk, and sit. The employee is occasionally required to reach with hands, arms; climb or balance; stoop, kneel and crouch. The employee may occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee may visit classrooms of up to sixteen (16) children ages zero - five years, accompany class on field trips, and accompany teachers on home visits. The noise level in the work environment is usually moderate. Employee may be exposed to childhood illnesses and may travel in inclement weather. May occasionally work evening and/or weekend hours.

