

Community Action of Southeast Iowa

JOB DESCRIPTION

Job Title: Instructional Coach
Department: Head Start
Reports to: Head Start Professional Development Coordinator

Summary: Responsible for enhancing the overall performance scores of classrooms by establishing coaching partnerships with Head Start and Early Head Start classroom teams that promote best practices in early childhood education, effective curriculum implementation, and optimal teacher-child interactions.

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 have 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, with other forms of research-based professional development in alignment with the program's 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. Provide resources and materials for all teaching staff to support the implementation of PBIS in the classroom.
8. Assist with planning, coordinating, and carrying out training events with education services staff.
9. Assist teachers in developing daily activities and lesson plans around child outcomes as appropriate.
10. Plan coaching onboarding orientation for new education staff and volunteers.
11. Work with teaching staff to develop individual plans for instructional improvement.
12. Implement and monitor the chosen research-based coaching model with classroom staff involved in intensive coaching.
13. Knowledgeable of Head Start, Department of Health and Human Services (HHS), Iowa Early Learning Standards, and Individualized Education Plan (IEP) processes and requirements.
14. Participate in training events and meetings as requested by the Head Start Director.
15. Knowledgeable of federal, state, and local regulations regarding education services.
16. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards.
17. Model professional behavior and dress code.
18. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

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

EDUCATION and/or EXPERIENCE: Bachelor's Degree (B.A./B.S.) from a four-year college or university in Early Childhood Education. Possess adequate training and experience in adult learning and in using assessment data to inform coaching strategies aligned with program performance goals, as well as the capacity to offer

guidance and direction to teaching staff on implementing and adapting curricula to meet 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: Possess basic computer operations skills, including proficiency in Windows, Microsoft Office products, and email. 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 nationwide. Must have a valid driver's license, access to a vehicle, and be insurable. Prior to employment and every three years thereafter, employees must undergo a physical examination that includes 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 needed thereafter, must obtain/maintain current certifications in the following areas: First Aid and CPR, Mandatory Child Abuse and Neglect, Medication Administration, Universal Precautions, Bus Monitor, and Nutrition/Civil Rights, as required by our regulatory agencies. Employee must have access to a working telephone and must keep the Central Office informed of the current telephone number.

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

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 of the job.

Employees may visit classrooms of up to sixteen (16) children ages zero to five years old. The noise level in the work environment is usually moderate. Employees may be exposed to childhood illnesses and may travel in inclement weather.

Revision: 09/2025

Reviewed by: Sheri M. Wilson, Executive Director

Date: 09/04/2025

Signature _____ Date _____