

**Job Summary:**

The job of Quality Rating Improvement System Coach was developed for the purpose of providing coaching services to staff in Early Childhood Education programs throughout the county. Coaches will help address issues associated with developmentally appropriate early childhood practices, classroom management, curriculum implementation, inclusion of children with special needs, and behavior management. This position reports directly to the Quality Rating Improvement System Consultant and Project Specialist. Receive general supervision from the QRIS Coordinator or higher-level management.

**Essential Functions:**

- Assists with the development, implementation, monitoring, and evaluation of quality improvement plans.
- Measure, document, and report progress of ECE programs.
- Participates in the analysis of program data and assists in making improvements as required.
- Provides extensive training, coaching, and modeling to early childhood education providers throughout the county.
- Assess participants' needs and abilities.
- Observe programs and provide feedback to participants.
- Model and assist with implementing evidence based early childhood strategies and techniques.
- Participates in meetings, workshops, conferences, and a variety of professional development activities as assigned for the purpose of conveying and/or gathering information required to perform functions of the position.
- Coordinate and maintain a productive daily schedule for the purpose of completing reports, coaching activities, and other duties as required.
- Perform other duties as assigned.

**Knowledge and/or Abilities:**

- **Ability to:**
  - Provide coaching services on a variety of issues including classroom management, behavior, disabilities, etc.
  - Communicate effectively both orally and in writing with individuals of various educational, cultural, and socio-economic backgrounds.
  - Effectively interact with teachers, administrators, children, families, and the public.
  - Observe, document, monitor, and record data.
  - Recognize and follow policies and procedures.
  - Use computers and a variety of office machines.
  - Understand, interpret and apply federal, state, local, and county office policies, procedures, laws and regulations.
  - Understand and assess the needs of program staff.
  - Understand and assess the needs of children with all abilities.
  - Organize, plan, and prioritize daily schedules.
  - Work effectively as a team member as well as in unsupervised and uncontrolled environments.
  - Maintain confidentiality.
  - Travel locally and out of county using own vehicle.
  - Speak, read and write English necessary.

- Speaking, reading and writing preferred.
- **Knowledge of:**
  - Early childhood development, mental health, early care and education, and special education.
  - Early childhood coaching strategies.
  - Various handicapping conditions, including developmental disabilities, physical impairments, and “at-risk” complications.
  - Strategies, theories, techniques, and methods of inclusion of all children in early care and education programs.
  - Strategies, theories, techniques, and methods of behavior and classroom management.
  - Observation, screening, and data collection methods.
  - Curriculum and instruction.
  - Assessment and screening tools (i.e. CLASS, ECKERS)

**Work Environment/Physical Abilities:** Classroom for preschool children; Outside in play area, sand box, nature walks; Traveling to meetings throughout Tulare County; Occasional travel and/or training outside Tulare County; The noise level can be from extremely quiet to high; Sitting on small chairs and standing for extended periods of time; Sitting on floor; Kneeling and crawling; Bending, stooping, crouching; Talking and hearing; Regularly pick up 25 lbs or more – preschool children; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Education and Experience Required:**

- Associate’s Degree in Child Development or related field required AND three (3) years of experience working with an early childhood education or other closely related program with increasing levels of responsibility.
- Bachelor’s Degree in Child Development or related field desired AND three (3) years of experience working in an early childhood, special education, or other closely related program with increasing levels of responsibility.

**Certificates, Licenses and Clearances Required:**

- Valid California Driver’s License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance

**FLSA Status:** Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.