



Position Title: Quality Support Coach

Job Summary: The job of Quality Support Coach provides coaching services to staff/sites in Early Childhood Education programs throughout the county. Coaches will help address issues associated with developmentally appropriate early childhood practices focusing on Social Emotional Development, promoting teacher-child interactions, increase family engagement, and support staff development. This position works collaboratively with First 5 Mendocino and MCOE Child Care Planning Council Manager and Staff.

Duties and Responsibilities:

- Assists with the development, implementation, monitoring, and evaluation of quality improvement plans for each site and facilitate linkage to other professional development and quality improvement resources;
- Measure, document, and report progress of Early Childhood Education programs including child-care homes and center based providers, participating in Mendocino County;
- Participates in the analysis of program data and assists in making improvements as required;
- Conduct or assist in providing extensive training, coaching, and modeling to early childhood education providers throughout the county;
- 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;
- Travel locally within the county to various sites
- Perform other duties as assigned

Skills and Abilities:

- Strong understanding of Early Childhood Education, child development, developmentally appropriate practices;
- Early Childhood Education staff coaching strategies; strategies and methods of behavior and classroom management; classroom and child care curriculum;
- Effective interpersonal skills, establish and maintain rapport with and gain the trust of others;
- Work as part of a team and collaborate with colleagues, maintaining cooperative working relationships;
- Proficient written and verbal communication skills;
- Bilingual (Spanish) preferred;
- Strong understanding of technology (i.e. Microsoft Office, Mac, iPad, database systems, internet);
- Knowledge of California Child Care Licensing regulations;

Education and Experience Qualifications:

- Bachelor's degree in Early Childhood Education and Child Development or related field strongly preferred; Master's degree highly desirable;
- A minimum of 3 years of experience working in Early Childhood Education required. Must have experience coach, training or supervising staff in an educational setting;
- Experience/certification with assessment and screening tools such as CLASS, ECERS, CSEFEL; ASQ, DRDP
- Possess a valid California driver's license and the availability of an automobile with the liability coverage required;
- Possess cleared current Tuberculosis (TB) Screening/Certification in accordance with California Education Code.
- Cleared background check through California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) prior to starting employment with the agency.

Compensation:

- On site, coaching, training and technical assistance, preparation for visits, follow documentation and communication \$50/hour
- Participation in coaches' training and other workshops, coaching meetings and optional Consortium meetings \$25/hour
- Hours range from 10-32 hours a week.

Working Conditions: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

