



**Job Title:** Early Head Start Teacher Coach

**Location:** Leonard St. NE

**Employment Status:** Full Time; Salary

**Salary Classification:** Coordinator

**Summary of Job:**

The Early Head Start Teacher Coach is responsible for coaching the Early Head Start teaching teams, who serve children 0-3 years of age, using the Practice Based Coaching model. The coaching provided will ensure that teachers are supported in their craft as well as ensuring that they are teaching with fidelity to the program curriculum.

**Direct Supervisor:**

The Early Head Start Teacher Coach reports to the Early Head Start Education Manager.

**Direct Staff Supervised:**

None

**Other Key Relationships:**

The Early Head Start Teacher Coach will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

**Essential Job Functions include but not limited to:**

- Coaching of the classroom teachers; Maintain a coaching load of 8-10 teachers
- Infant and Toddler Classroom Compliance; Monitor all classroom practices - room arrangement, lesson plans, daily schedules, routines, and transitions to assure their adherence to program policies
- Monitor the implementation of curriculum in the classroom
- Monitor children's assessment, including weekly observations in each area, examples of the child's work, developmental assessments, and children's assessment data entry and outcome reports;
- Adheres to all policies contained in ELNC's Employee Handbook
- Performs duties as assigned

**Essential Competencies Required:**

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadliness.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

**Knowledge, Skills, and Abilities**

- Must have excellent written and verbal communication skills.
- Possess good organizational skills in order to maintain and manage records and files.
- General proficiency in computers, including Microsoft Office products and database applications, email and Internet.
- Excellent interpersonal skills with demonstrated patience, tact and respect.
- Able to effectively establish priorities and meet deadlines.
- Ability to be able to work well with minimal supervision.

**Minimum Required Education and Experience:**

- BS or Advanced degree in Early Childhood
- At least 4 years early childhood teaching experience

**Additional requirements of the position:**

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects