

General Position Description

Coaching is an interactive process of observation, discussion and reflection in which the coach promotes the other person's ability to grow toward identified goals. Effective coaches will build relationships with teachers based on mutual respect, demonstrate effective communication skills, practice conflict resolution and have an ongoing commitment to learning, possess good observation skills and can model best practice working with children.

This Position Reports to PAEYC Director of Quality Initiatives

Guiding Principles: The Program Level coach will have an understanding and ability to put into practice and advocate for the following guiding principles:

- Culturally and linguistically competent, family centered practice.
- Natural learning environment.
- Learner focused approach.
- Functional and meaningful activities/supports.
- Collaborative goal setting.
- Operate from a systems perspective.
- Change occurs over time.
- Coaches facilitate and participate in change.

Key Responsibilities

- Stay current on updates and changes in national accreditation systems. (NAEYC, NAFCC, NAA,).
- Become trained in the Environment Rating Scales (ITERS, ECERS, FCCERS).
- Become trained and proficient in the strategies of the Pyramid Model.
- Gather and track data in accordance with an identified evaluation plan.
- Participate in supervision and peer support as offered for individuals working in this capacity.
- Attend regularly scheduled meetings with other coaches, community partners and professional development/technical assistance staff.
- Facilitate a process to help teachers develop individual plans to improve their environments, teaching practices to support young children's growth and development and overall program quality.
- Offer resources and strategies to teachers to enhance relationships, create appropriate environments, and teach social emotional skills in children.
- Check in periodically with teachers to offer support and guidance.
- Contact community partners to access external support when needed.
- Assist the teacher to identify resources and supplies in accordance with individual plans.
- Willingness and ability to travel throughout the Pittsburgh region.
- Maintain confidentiality.
- Perform other duties as assigned.

Additional Knowledge, Skills and Experience Required

- Knowledge of local, state and national early care and education systems.
- Knowledge and education regarding developmentally appropriate practices.
- At least two years experience working with young children in a group setting.
- PA Quality Assurance System (PQAS) certified instructor.
- Experience in conducting assessments.
- Knowledge of program quality rating scales.
- Experience and/or education in adult learning principles.
- Experience and/or education in Human Service work and study.
- Excellent oral and written communication skills, competent interpersonal skills and strong organizational skills.
- Ability to communicate using technology, develop reports and track data.
- Knowledge and expertise in promoting growth and development in children for any of the developmental domains (Language and Literacy, Health and Physical Development, Approaches to Learning, Social Emotional Development, Creative Arts, Science, Mathematics).
- Ability to travel to appointments, meetings, and training sessions that may require an overnight stay.
- Intermediate to advanced computer skills, Internet and email.
- Must have a valid PA Driver's License and proof of insurance.
- Must clear full background check and must pass health screening.

Educational Requirements

- Bachelor's degree in Early Childhood Education, Family and Consumer Science, Psychology, Social Work, Sociology or related field.
- A minimum of two years experience working with young children.

Physical Requirements

Regular kneeling, stooping, bending and sitting on the floor.

Employment Type

1099 Consultant position with potential to become a full time position.

Wage Range

30 hours per week @ \$25/hour