

JOB DESCRIPTION

Job Title: Head Start Coach (9960)

Job Summary:

Under the supervision of the director of the program and/or designee, provide coaching services to staff in the Head Start Programs throughout the county. Coaches will help address issues associated with developmentally appropriate early childhood practices, curriculum implementation, inclusion of children with special needs, and behavior management.

Essential Functions:

- Assist with the development, implementation, monitoring, and evaluation of quality improvement plans.
- Measure, document, and report progress of teaching staff.
- Participate in the analysis of program data and assists in making improvements as required.
- Provide extensive training, coaching, and modeling to teaching staff throughout the county.
- Assess the needs and abilities of the teaching staff and determine appropriate coaching plan(s).
- Perform other related

Responsibilities include: working under direct supervision using standardized protocols; providing information and customer service to staff and the public; operating within a defined budget; work collaboratively within and

- 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.
- Travel locally and out of county using personal vehicle.

Experience Required:

- Three (3) years of experience working in an early childhood, special education, or other closely related program with increasing levels of responsibility.

Education Required:

- Bachelor's degree in Child Development or related field.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

April 2024

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.