

HEAD START OF YAMHILL COUNTY

2045 SW HWY 18, McMINNVILLE, OR 97128

POSITION DESCRIPTION

Revision Date: May 14, 2015	Position Number: HSYC 05-15-SCS
Position Title: Staff Coaching Specialist	Pay Range:
Reports to [Job Title & Division/Department]: Executive Director	
FLSA Status: Exempt- 10 month position	
Positions Supervised: None	

GENERAL DESCRIPTION

Work in collaboration with the HSYC community to coordinate/ deliver quality teacher coaching opportunities using the Teacher Child Interactive Training (TCIT) model. The overall purpose of this position is to support staff in developing positive relationships between the student and teacher that will benefit the learning process.

MINIMUM QUALIFICATIONS:

1. PCIT Certification or the ability to become certified.
2. TCIT knowledge/ experience.
3. Strong knowledge of theories and practices of Early Childhood Education/Development and Human Development.
4. Experience in design and delivery of training.
5. Experience working with staff and children with diverse backgrounds.
6. Experience working with at-risk, rural children is preferred.
7. Experience in Reflective Supervision is preferred.
8. Ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
9. Significant decision making and problem solving in many areas including the scheduling and provision of program services.
10. Ability to handle highly stressful and sensitive situations in a professional manner.
11. Ability to work independently and maintain professional boundaries and confidentiality.
12. Ability to exercise tact and discretion in all employee interactions.
13. Strong organization and time management skills, ability to meet tight deadlines.
14. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics

15. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
16. Intermediate to advanced computer skills, including internet and e-mail.
17. Maintain confidentiality and exercise sound judgment concerning privileged information.
18. Reliable transportation.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. Master's or Advanced degree in mental health or related field with equivalent training and experience preferred.
2. Be an independently licensed mental health service provider or be working under the supervision of a licensed mental health service provider. **OR** Be a psychology doctoral student who has completed the third year of training and be conducting clinical work under the supervision of a licensed mental health service provider.
3. Minimum 2 years successful experience providing support services to children, families, and/or staff.

COMMUNICATION SKILLS:

1. Ability to effectively communicate positively, respectfully, sensitively and confidentially with children, families, staff and community members.
2. Represent the organization to the public in a professional manner.
3. Ability to read, speak and write with proficiency in English language.
4. Bilingual/Bi-literate English/Spanish preferred.
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families.
7. Ability to participate in effective conflict resolution practices.

OTHER QUALIFICATIONS:

1. Knowledge of/ willingness to learn about Ounce Scale, HOVRS, PICCOLO, and CLASS ® Screening and Observation tools and use of the tool for reflective coaching purposes.
2. Knowledge of/ willingness to learn about ITERS-R, ECERS-R and Teaching Strategies GOLD assessment tools for training and supporting teaching staff in its use.
3. Knowledge of/ willingness to learn about PBIS implementation/coaching experience.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and continued enrollment with the Criminal History Registry of the Oregon Child Care Division.
2. Obtain First Aid/CPR certification within 90 days of hire.
3. Obtain Food Handler's permit within 90 days of hire.
4. Obtain Recognizing & Reporting Child Abuse & Neglect training within 90 days of hire.

5. TB clearance and employment physical kept current according to HSYC policies.

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ESSENTIAL JOB DUTIES:

1. Plans, supervises, and facilitates comprehensive teacher (0-5 children) support/ coaching services including:
 - Developing, implementing, monitoring, and reviewing annual work and training plans.
 - Ensuring program requirements including plans and goals for meeting the individual needs of staff, children, and families are implemented consistently.
 - Working with other Component Coordinators to ensure program services holistically meet the needs of participants according to program requirements.
 - Working with other Component Coordinators to prioritize coaching needs of teacher/classroom needs.
 - Collaborating with the Coordinator Team regarding areas of development for children- as partially determined from CLASS observations and TS GOLD data.
 - Ensuring the use of Agency-adopted curriculum, assessments, materials and strategies.
 - Designing and/or implementing appropriate programs to meet the changing needs of enrolled children, families, and staff.
 - With the HSYC Specialized Services Coordinator, working with and coordinating Mental Health services with appointed Mental Health agencies and consultants.
 - Ensuring the maintenance of complete, up-to-date, and accurate records.
2. Maintains program staff performance results by:
 - Training and coaching Teachers in promoting positive interactions with students.
 - Training and providing resources for Teaching Teams and parents in the area of challenging behaviors.
 - Providing training and resources to assist staff and parents regarding Mental Health needs of children.
 - With HSYC Specialized Services Coordinator, supporting staff and families in developing/planning/implementing Behavior plans as needed.
 - Supporting staff in providing parent education on positive interactions with children.
 - Assisting teaching teams in developing routines and activities for the classroom that promote a positive climate conducive to learning process.
 - Providing necessary follow up with staff for continuous improvement.
 - Participating in regular Case Management meetings with staff and supervisors.
 - Participating in regularly scheduled group and individual Reflective Supervision with staff.
 - Supporting staff to promote parents in their parenting role as their child's first teacher and building on that relationship to enhance parent-child attachment.
 - Developing and encouraging relationships (staff-staff, staff-parent, parent-child) based on

strengths, respect, and trust.

- Proving feedback for professional development to staff supervisors.
 - Ensuring program effectiveness through employee performance and professional development plans.
 - Meeting regularly with Leadership and Coordinator Team for reflective practices and guidance.
 - Implementing staff disciplinary action in accordance with Agency policy and procedures.
 - Ensuring compliance with Agency occupational safety and health standards.
3. Ensures the hire of qualified staff by:
- Participating in Agency hiring process and procedures.
 - Participating in team interview panels.
 - Providing orientation and training to new staff as required.
4. Advocates for Head Start by:
- Fostering an understanding of Head Start and HSYC, its mission, vision, goals, and objectives.
 - Representing program to outside organizations.
 - Designing and delivering regular formal presentations to parents, staff, Board of Directors and community groups to provide information and ensure collaboration and promote advocacy.
 - Working collaboratively with the HSYC Specialized Services Coordinator in arranging and coordinating contracted services and activities of community agencies and consultants to include training, counseling in such areas as Child/ Human Development, Mental Health, Challenging Behaviors.
5. Contributes to team effort by:
- Being a participant on the HSYC Leadership and Coordinator Teams.
 - Collaborating with Leadership Team to develop coordinating work plan training sessions for pre-service and in-service training as needed throughout the year.
 - Interacting with members of Board of Directors and Policy Council upon request of Executive Director. Attend meetings as requested by Executive Director.
 - Completing and submitting monthly reports.
 - Attending local staff and parent meetings.
 - Attending local and/or state training.
 - Assisting Executive Director in planning for appropriate facilities and space.
 - Meeting with Executive Director as required (minimum monthly on a regular basis).
 - Establishing open and positive communication and interaction with all staff.
 - Participating with HSYC Leadership Team in program planning, establishing policies and procedures, budget preparation, grant development, and assistance with preparation of annual federal and state grants.

- Participating in the development of collaborations and facility development for future expansion of families and/or services.
 - Participating in the coordination of the annual Program Self- Assessment and follow-up planning for improvement.
 - Openly receiving feedback from members of the Leadership Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies.
6. Maintains professional and technical knowledge and practices by:
- Attending educational workshops, establishing personal networks, attending designated training workshops or seminars, participating in training as part of the HSYC team.
 - Implementing and employing the NAEYC Code of Ethics and Agency-specific ethics and policies.
 - Keeping current on local, state, and federal regulations and accepted best practices applicable to Child, Teacher, and Human Development program service areas.
7. Maintains confidence and protects agency operations by:
- Keeping information confidential.

ADDITIONAL JOB DUTIES:

1. Understanding the ITERS-R, ECERS-R, PICCOLO, and CLASS ® Screening and Observation tools and its use for reflective coaching purposes.
2. Understanding Teaching Strategies GOLD assessment tool.
3. Understanding Ounce Scale assessment tool.
4. Collaborating with Component Coordinators to implement program expectations.
5. Provide parent training opportunities.
6. Performing other duties when necessary.

SUPERVISORY RESPONSIBILITIES:

1. No direct supervision of staff.
2. Use Reflective Supervision with staff and co-workers as a method of building on strengths and encouraging growth and development as effective and vital members of the HSYC Agency.
3. Encourage and support professional development opportunities.
4. Facilitate resolution of conflicts within the organization according Agency policies and procedures.
5. Promote a consistent exchange of information in all directions.
6. Promote training that meets team and individual needs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis.

1. Ability to: lift up to 40 pounds.

MENTAL DEMANDS:

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

1. Exposure to outside weather conditions.
2. Driving in all conditions.
3. Indoor environment.
4. Exposed to wet and/or humid conditions due to outside weather conditions.
5. Work within a team environment.

CONFIDENTIALITY:

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.