

## Job Description

**Title:** Education & Quality Coaching Specialist

**Department:** Quality Initiatives

**FLSA Status:** Non-Exempt

**Reports to:** Education Manager

**Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

### Job Summary:

The Education and Quality Coaching Specialist will provide teaching staff with individualized and group based coaching and technical assistance so as to enhance the learning environment and experience of the children served. The E & QCS ensures complete implementation of developmentally appropriate classroom curriculum including environmental and formative assessment (CLASS and Teaching Strategies Gold) for Early Head Start and/or School Readiness/VPK preschool and family childcare homes classrooms.

### Essential Duties and Responsibilities:

- Ensure fidelity to developmentally appropriate curriculum and assessment models. (Creative Curriculum, Teaching Strategies Gold, CLASS) and others as applicable.
- Ensure fidelity to Early Head Start, QRIS, or VPK early learning and performance standards
- Conduct formal ongoing assessments of classroom learning environments
- Utilize CLASS and TS Gold data to support teachers in developing appropriate teaching techniques
- Provide individualized coaching to teachers to analyze individual and classroom child outcomes data to support child learning
- Ensure all program elements are developed, implemented and accomplished
- Provide leadership and direction to early childhood teachers
- Present at local and state conferences in the areas of curriculum and assessment.
- Work collaboratively across department at the ELC and across agencies in the greater Miami area
- Responsible for the use of an agency paid cell phone and/or P.D.A.-I phone device
- Participate in and support ELC projects as identified
- Assist with projects as assigned by the Director of Training and Education
- 30% or more travel will be required if needed
- Perform related duties as required

### Skills and Abilities:

- Accountability and excellent organization and time management skills
- Excellent interpersonal skills
- Excellent communications skills, both written and oral
- Ability to develop and execute action plans that accelerate or maintain program integrity & viability
- Ability to work effectively with a diverse population
- Bilingual strongly preferred

### Computer Equipment and Software Requirements:

- Microsoft Office Suite

### Experience and Training:

- BA/BS or MA Elementary/Early Childhood Education, Psychology or related field
- Knowledge of Early Childhood Education or Childcare Center experience

- Must be willing to travel all areas, as needed, within the South Florida areas to perform required tasks and provide own reliable transportation. Requires a valid Florida Driver's License, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy
- Training, education and/or experience may be substituted for certain minimum qualifications

**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 this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

**This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date