
JOB DESCRIPTION

POSITION:	Instructional Support Coach
DEPARTMENT:	520 Programs: Provider
REPORTS TO:	Professional Development Manager (PDM)
Wage & Hour Status:	Non-Exempt / Full-time
Pay Grade:	110 CSC / Staff
Hiring Range:	\$18.01 – \$19.81 / Hour

PURPOSE: Provides professional development, technical assistance, coaching, assessment, and support services to School Readiness (SR) and Voluntary Prekindergarten (VPK) providers.

DUTIES AND RESPONSIBILITIES:

- Work with Professional Development Manager to develop annual professional development needs analysis and training schedule based on relevant data such as monitoring outcome trends, DCF Licensing requirements, School Readiness/VPK requirements, and best practices across the field of early learning.
- Work with Professional Development Manager to coordinate every aspect of professional development for childcare providers including, but not limited to researching topics, planning and execution of trainings, coordinating and follow up on training registration, following up on participant needs after training is conducted based on Core Competencies or early learning and the Coalition Plan.
- Provides technical assistance to child care providers based on request and/or monitoring results.
- Develops and assesses quality improvement plans for SR and VPK providers.
- Work with Professional Development Manager to research, provide feedback, and create purchase orders for quality classroom materials, provider workroom materials, training materials, technical assistance, and professional development incentives.
- Work with Quality Managers to facilitate new provider orientation.
- Assist providers with the implementation of Teaching Strategies GOLD Child Assessment for school readiness children.
- Reports non-compliance to the appropriate department head as well as to the Abuse Hotline or other appropriate entities as necessary.
- Check-in materials received to ensure items match purchase order and organize material appropriately.
- Develop a distribution plan for quality materials within a timely manner.
- Act as a backup for Programs Assistant in coordinating and maintaining the Provider Workroom schedule, material inventory, and maintenance.
- Work with Professional Development Manager to develop Provider Meeting, Newsletter, and social media content.
- Performs audits, as assigned by supervisor by analyzing source documentation to ensure accuracy and completeness.
- Attends scheduled conference calls, webinars, and trainings, as necessary.
- Attends and assists with community events outside regularly scheduled operating hours of the Coalition, including evenings and weekends.
- Other duties as assigned by management staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma with a Child Development Associate Credential (CDA)
- One year work experience in an early childhood setting.

Knowledge, Skills, and Abilities:

- Proficiency with Microsoft Office Programs (with emphasis on Outlook, Word, and Excel).
- Proficient with web-based applications.
- High degree of integrity and honesty.
- Excellent interpersonal skills as well as the ability to interact with all levels of management.
- Works and communicates with people from multi-cultural backgrounds and socio-economic levels.
- Creative and energetic self-starter who is organized and able to prioritize and meet deadlines.
- Works independently with minimal supervision in a fast-paced environment.
- Familiarity with the private child care community in Marion County is a plus.
- In addition, preference will be given to applicants with knowledge and experience in the areas of:
 - Developmentally appropriate practices in early childhood education
 - Teacher training and curriculum development and implementation
 - Preparation of lesson plans and teaching materials
 - Experience with the CLASS Observation tool, Ages and Stages Questionnaire, and Teaching Strategies GOLD.
 - Direct knowledge of early education and childcare in Marion County.

PREFERRED QUALIFICATIONS:

Education and Experience:

- Associate degree in early childhood or related field.
- Two years' experience in an early childhood setting.
- Classroom Assessment Scoring System Observer Certification – Infant, Toddler, Pre-K tools.
- Child Care Resource & Referral Specialist Evaluation Certification (CCR&R Certification).
- Fluent in Spanish is a positive asset for the position.

REQUIREMENTS:

- Ability to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must submit and pass a level 1 background screening and E-Verify requirements.
- Requires a valid Florida Driver's License, good driving record, and automobile insurance.
- Submit and pass a drug screening.
- Telecommute eligible, if applicable for portions of position.
- Work flexible hours/schedule, as needed.

WORK ENVIRONMENT:

Works in an office environment with regular travel to childcare provider sites.

Approximate travel: 30 %

THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Coalition.

Name

Date