

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: EARLY HEAD START COACH

General Description of Duties:

Provide services described in Head Start Program Performance Standards 1302.92 Training and Professional development and Texas Minimum Standards for Child-Care Centers in regards to training as well as being responsible for a variety of tasks related to care, training, and supervision of children and assigned staff, assisting with managerial responsibilities related to teachers. Non-exempt position.

Required Qualifications:

Knowledge, Skills, Abilities: Analytical and problem solving, knowledge of infant and toddler development, behavior management, curriculum development and implementation, communication and interpersonal skills, office practices including computer skills, read and write legibly, data collection and analysis, documentation, organizational skills, read and interpret regulations, ability to identify strengths and weaknesses within the classroom, supervision of others, work with limited supervision

Certification/License: Pre-employment/annual health examination, annual TB Skin Test, valid driver's license, CPR/ First Aid, current auto insurance, trainer as per Texas Minimum Standards for Child-Care Centers

Education: Baccalaureate degree in early childhood education or a related field

Experience: Experience working with children and staff, supervisory experience, training experience

Preferred Qualifications:

Knowledge, Skills, Abilities: Knowledge of developmental disabilities, Teaching Strategies, Child Plus, ITERS, Conscious Discipline, Early Head Start Program Performance Standards, Texas Minimum Standards, bilingual (Spanish)

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

Be knowledgeable, comply with, and provide training of Early Head Start Program Performance Standards, Head Start Early Learning Outcomes Framework, Texas Minimum Standards for Child-Care Centers, ITERS, and Conscious Discipline

Maintain positive demeanor, demonstrate competency, good judgment, and self-control in the presence of children, families, staff, and when performing assigned duties

Demonstrate competency to ensure educational staff provide appropriate, effective, caring, and nurturing teacher-child interactions routinely

Recognize, respect, and relate to the uniqueness and potential of all children, families, and staff; treat their cultures and beliefs with courtesy, respect, acceptance, patience, and empathy

Supervise and train educational staff to ensure children are supervised at all times (indoors and outdoors), knowing each child's name and age

Assist in managing behaviors in a professional manner; create and following behavior plans when needed; ensure classrooms and children are not out of control

Ensure that classroom environments offer an atmosphere that promotes family involvement

Provide orientation that focuses on the goals and philosophy of Opportunities Inc. EHS and on the ways they are implemented with all staff, consultants, and volunteers

Provide training and professional development designed to assist staff in acquiring or increasing knowledge and skills to provide high-quality, comprehensive services within the scope of their job responsibilities, and related to academic credit as appropriate

Ensure safe, healthy, and age-appropriate practices are used throughout the learning environment

Ensure educational staff eat family style, supervising and educating children at meal times; assist with self-feeding skills (feeding infants) and cleanup

Train educational staff with plans, daily activities, diapering, toilet training, hygiene, etc.

Assist educational staff with conducting and using assessments that promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework and applicable state early learning and development standards, including children with disabilities and dual language learners; discuss children's progress with their families

Train staff on best practices for implementing family engagement strategies to improve family outcomes

Assess all educational staff to identify strengths and areas of needed support

Provide opportunities for intensive training to educational staff, including observing, offering feedback, and modeling effective teacher practices directly related to program performance goals; create environments conducive for learning

Align training with the program and school readiness goals, curricula, and other approaches to professional development

Provide ongoing communication between educational staff, program manager, education coordinator, any other relevant staff and yourself

Respond to emergency situations and drills as required

Assist children to and from transportation loading/unloading area and before/after care services

Ensure that educational staff conduct appropriate home visits and parent conferences to engage the family in the child's learning and development, support the children and family, share information and educational strategies with the family
 Maintain documentation of training, ensuring all staff training is up-to-date
 Train staff on maintaining fidelity with ongoing written documentation, observations, assessments, curriculum implementation, and data of each individual child
 Maintain confidential records, following HIPAA and Confidentiality Policies
 Submit all written reports, forms, and procedures to the EHS Education Coordinator or Program Manager in an organized, legible, and timely manner
 Foster a cooperative rather than a competitive atmosphere, being open-minded with changes and differences
 Perform housekeeping duties as applicable
 Facilitate and participate in training, in-services, conferences, seminars, and family activities as requested
 Safeguard children from abuse, neglect, or exploitation while in the care of the Center
 Identify, prevent, and report suspected abuse, neglect, and exploitation to DFPS as specified in the Texas Family Code, §261.101
 Be open to ask for and initiate assistances and follow directions of supervisor
 Cover in the absence of educational staff and perform other duties as assigned

Physical Requirements:

Communication - English speaking	Sitting for 1-2 hours continuously
Driving vehicles	Standing 3-4 hours continuously
Hearing for conversation	Stooping, kneeling, bending, twisting, crouching, crawling
Lifting up to 50 lbs.	Use of hands, wrists, and fingers
Pushing/pulling up to 50 lbs.	Vision for supervision, driving, and reading
Reaching overhead and in front of body	Walking for short distances

Responsible to: Program Manager

Supervision of: N/A

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee's performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given an opportunity to ask questions concerning it.

Staff Signature

Staff Printed Name

Supervisor Signature

Supervisor Printed Name

Date