



Early Learning Coalition of Broward County, Inc.

JOB DESCRIPTION

Position:	Education Coaching Specialist “Above and Beyond” Initiative
Reports To:	Education Manager
FLSA Status:	Exempt
Position Status:	Full-Time
Grade:	41

SUMMARY: Created through State Statute, the Early Learning Coalition of Broward County (ELC) is the designated local agency administering State and federal funds for childcare subsidies, childcare teacher training, and other functions. The ELC staff is guided by a board of directors consisting of a combination of governor appointed members, local government and administrative agency leaders, childcare professionals, parent representatives, and other local leaders. Because this board makes decisions concerning public dollars, it is governed by Sunshine Law and State of Florida conflict laws.

The position of Education Coaching Specialist is a **grant funded position** primarily responsible for the facilitation of a **special initiative to provide quality supports** at preschool and family childcare homes in Broward County. Supports include but not limited to coaching, mentoring, and training new early childhood educators. This position represents the Coalition by acting as the liaison between preschool providers, families and system partners for quality and school readiness services. The individual in this position plans, coordinates, manages a variety of activities to support quality programs in the community. This position requires an individual who can work independently, has excellent time management, organizational skills, demonstrates attention to details and is able to act in a professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibility of the job; the employee is expected to perform these and other job-related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Provides technical assistance and coaching services to meet the specialized needs of Broward County childcare providers and family homes.
- Works collaboratively with Broward providers to provide targeted coaching based on the unique and evolving needs of the program. (i.e., creating SMART success plans with directors/owners/teachers)
- Participate in professional development training and achieve/maintain reliability on all assessment tools (e.g., Classroom Assessment Scoring System; MMCI).
- Identify and deliver trainings in coordination with directors/owners/teachers on relevant topics to benefit staff – in a variety of formats (in person, on-line, various languages, at large conferences etc.)
- Develops and provides trainings for directors/teachers about developmentally appropriate topics such as child development, lesson planning, classroom management, etc.
- Demonstrates ability to work effectively with adult learners, especially in the areas of training and application of motivational strategies
- Conducts classroom observations, informal assessments and provides meaningful feedback to teachers and staff on interactions, curriculum instruction, lesson planning, classroom management, developmentally appropriate activities and daily routine
- Conduct CLASS assessments in Infant, Toddler, and Pre-K classrooms including written reporting and data entry of information
- Ability to write detailed and objectives notes for visits to providers
- Ability to enter data in databases within a required timeframe
- Works in coordination with other staff such as Inclusion Specialist, to ensure schools are connected to and receiving additional resources and support.
- Ability to work collaboratively with diverse populations
- Ability to work independently and organize activities essential to the position
- Assist in creating reports based on data collection
- Perform other duties as required.

COMPETENCIES:

- Organizational Skills
- Problem Solving Skills
- Attention to Detail
- Ability to Build Strong Relationships with Early Educators
- Team Player
- Patience
- Collaboration and Communication
- Strong Writing Skills

SUPERVISORY RESPONSIBILITIES:

- None

WORK ENVIRONMENT:

- This position operates in a professional office environment.
- This position also spends time in classrooms in childcare and family home centers.
- This role uses commonly used applications that include: Advance computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current state data systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Ability to operate a motor vehicle.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.
- Ability to sit on the floor and get up to a standing position.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time exempt position.
- The office hours of work are typically Monday through Friday, 8:30 AM – 5:00 PM.
 - This position may work nights, weekends, and holidays.
 - This position may regularly work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree (B.A.) from an accredited four-year College or University in Early Childhood Education, child development, special education, or related field.
- 2+ years related experience and/or training or equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level II Background Check
- Drug Screen

- Valid Florida Driver License
- Valid Automobile Insurance – If applicable
- Access to Reliable Transportation – If applicable
- E-Verify

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.