



## Early Learning Coalition of Broward County, Inc.

### Job Description

**Position:** Quality and Education Coaching Specialist

**Reports to:** Quality and Education Manager

**FLSA Status:** Exempt

**Position Status:** Full-Time

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**JOB SUMMARY:** The Quality and Education Coaching Specialist is primarily responsible for the facilitation of quality enhancement activities at preschool and family child care homes in Broward County. The position will conduct program assessments, facilitate training, and provide coaching and support. 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.

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**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 child care 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)
- Conduct CLASS assessments in Infant, Toddler, and Pre-K classrooms including written reporting and data entry of information.
- 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.
- Works in coordination with other ELC staff, to ensure schools are connected to and receiving additional resources and support such as Inclusion Specialist and/or WAGES, scholarship information.
- Ability to write detailed and objectives notes for visits to providers.
- Ability to enter data in databases such as WELS 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 child care and family home center
- 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 position
- The office hours of work are typically Monday through Friday, 8:30 am- 5 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 (certification in early childhood special needs), child development, special education or related field.
- 2+ years related experience and/or training or equivalent combination of education and experience.
- UF Coaching Certificate Preferred (ability to achieve Coaching Reliability within 9 months' employment and/or when certification is available)

**Preferred Education and Experience**

Experience in early childhood setting

**TRAVEL:**

This position may require travel within and out of state to attend conferences and trainings. If attending a training or conference, the position is expected to share what was learned with manager and team members.

**ADDITIONAL REQUIREMENTS:**

**Background Checks**

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

- Level II background check
- Drug screen
- E-Verify
- Current and valid FL Driver's license
- Educational verification

Reasonable Accommodation will be made for otherwise qualified individual with disability.