**Job Description**

Puget Sound Educational Service District

**Coach, Early Learning Education**

**Purpose Statement**

The job of Coach, Early Learning Education is done for the purpose/s of supporting the development of strong early learning services that are racially equitable, and culturally, linguistically, and developmentally appropriate by providing staff development, coaching, and technical assistance in order to enhance school readiness outcomes for children and families in our Early Learning Programs.

This job reports to Director, Early Learning Services

**Essential Functions**

* Collaborates and develops relationships with others (e.g. ESD staff, subcontracting partners, community and public agencies, etc.) for the purpose of building resources, expanding program capabilities, and service provision.
* Consults with appropriate internal and external staff about suspected incidences (e.g. child abuse and neglect, significant injuries, contagious diseases, safety issues, etc.) for the purpose of maintaining children/family’s personal health, safety, and adhering to appropriate policies/regulations.
* Coordinates program services in designated content area (e.g. education, family support, health, nutrition, disabilities, etc.) for the purpose of ensuring fidelity and quality implementation of early learning services based on a whole child approach and in compliance with established federal, state, and agency regulations/requirements.
* Creates and implements training and coaching plans for the purpose of developing and enhancing required staff competencies.
* Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency’s End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
* Models and coaches site staff on the delivery of culturally, linguistically, and developmentally appropriate comprehensive services through differentiated staff development and onsite/coaching for the purpose of supporting racially equitable early learning best practices and outcomes.
* Organizes and analyzes data, develops, and maintains a variety of manual and electronic documents, files, and records for the purpose of providing required information and/or documentation.
* Participates in workshops, meetings, community events, conferences, etc. for the purpose of conveying and/or gathering information required information and/or documentation.
* Participates in monitoring activities (e.g. visiting sites, conducting observations, writing reports, etc.) for the purpose of ensuring compliance with federal and/or state regulations and requirements and PSESD policies and procedures.
* Prepares a variety of written materials (e.g. program assessments/evaluations, work plans, newsletter articles, etc.) for the purpose of training, documenting activities, providing written reference, and/or conveying information and sharing best practice.
* Provides data-informed training, coaching, and technical assistance to subcontractors regarding program standards and regulations for designated content areas for the purpose of enhancing program service delivery and implementing best practices.

**Other Functions**

* Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

**ABILITY** is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include:

**ANTIRACIST LEADERSHIP COMPETENCIES**

**CULTURAL PROFICIENCY**: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's End and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

**RACIAL EQUITY ADVOCATE**: Recognizes, supports, and engages in dismantling institutional racism. Partners with and is accountable to those with whom we are in a transformational relationship, including children, families, and communities of color.

**RACIAL EQUITY MINDSET**: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

**TRANSFORMATIONAL VALUES**: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency’s culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

**JOB-SPECIFIC COMPETENCIES**

**DATA GATHERING, ANALYSIS, AND SHARING**: Collects, examines and synthesizes information from a variety of stakeholders and sources in a transparent manner that reflects best practices. Shares data in a thoughtful and responsible way in an effort to inform, understand issues, or enable decision making.

**FUNCTIONAL/TECHNICAL SUBJECT MATTER EXPERT**: Possesses required functional/technical knowledge and skills to perform job responsibilities. Demonstrates active interest and ability to maintain level of knowledge and enhance and apply new functional skills.

**PLANNING, ORGANIZATION, AND PRIORITIZATION**: Assesses the work to be performed, and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.

**TEAMWORK**: Works collaboratively with others to achieve shared goals and make decisions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally, the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience**: Job related experience with increasing levels of responsibility is required

**Education**: Bachelor’s degree in job-related area

**Equivalency**:

**Required Testing Certificates and Licenses**

**Continuing Education / Training** **Clearances**

 Criminal Justice Fingerprint/Background Clearance

**FLSA Status Approval Date Salary Grade**

Exempt 3/21/2017