

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Early Childhood Coach

REPORTS TO: Principal of Pre-Kindergarten Program

JOB GOAL: To provide a positive impact on pre-kindergarten classrooms at designated locations by facilitating training events, supporting and mentoring staff and assisting in selection of materials within the implementation of the PA Early Learning Standards as determined by the Partnership for Quality Pre-Kindergarten grant.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Provides support for early childhood staff (teachers, child care providers) for identified professional development, specifically in the areas of transitions and the PA Early Learning Standards.
4. Assists in designing and defining early childhood coaching model to enhance quality in all designated early childhood classes.
5. Designs and facilitates professional mini-conference.
6. Attends recommended state-wide, regional and local early childhood training opportunities and planning meetings.
7. Assists in selection of materials necessary to effectively implement PA Early Learning Standards.
8. Assists in collection of data on impact of coaching as determined by the effectiveness of community partnerships and quality of pre-kindergarten practices.
9. Performs other duties as assigned.

QUALIFICATIONS: Bachelor's degree with early childhood certification; minimum of three years successful early childhood classroom experience pre-kindergarten preferred; evidence of ability to organize, facilitate and assume leadership role for professional development of early childhood staff persons; understanding of developmentally appropriate practices; knowledge of new PA Early Learning Standards; highly effective communication skills.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION: Professional staff; Bethlehem Education Association classification; Cabinet Code – E.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)