



**Childcare Resources of Indian River  
Early Education Coach**

Reports to: Director of Enrollment and Program Services  
Part time, Academic year, exempt

**Position Description:**

Every child should have the opportunity to succeed in their education. This journey starts with providing access to high-quality early education to our youngest learners. To achieve this goal, Childcare Resources has created the Early Education Coach position, which aims to support high-quality early education to all children in our community. Teachers need to provide instruction that builds on children's skills and develops their sense of engagement as lifelong learners. To ensure that we are providing teachers with the support they need, we are looking for an enthusiastic Early Education Coach to bring expert coaching, mentoring and professional development for all preschool and early learning programs throughout our community. As an Early Education Coach, you will be tasked with using your evaluation skills to conduct observations and analyze the overall performance of teachers, individual learners and their classroom as a whole. To make sure that educators have the resources they need, you'll be responsible for providing onsite instructional and reflective coaching to teachers and providing guidance throughout the coaching process. Early Education Coach will identify and drill down in areas of specific need to provide optimal support. This position requires a lot of innovation and independent work. This position will also work within a team environment to ensure that performance standards and monitoring requirements are met.

**Job Responsibilities:**

*You will need to understand:*

- The cultural and social context of children and families from all backgrounds.
- The value of quality improvement.
- Familiarity with early childhood education curriculums and the implementation process along with social emotional learning methodology and strategies, specifically Conscious Discipline.
- A variety of early learning assessment tools (CLASS, e-DECA, MEFS).
- Various professional development methods to improve levels of performance.

*You will need to have experience in:*

- Mentoring adult learners with a wide range of learning styles.
- Working with diverse communities.
- Sharing proven instructional approaches to teachers and directors.
- Planning and developing professional development for the early childhood community.
- Observing and analyzing early learning program needs.
- Utilizing and interpreting assessment data for many customized reports.



*You will need to be:*

- Flexible in your approach and able to work independently.
- Extremely organized and detail oriented.
- Collaborative with many individuals and groups.
- Passionate about continuing education.
- Extremely skilled in oral and written communication. Proficient in Microsoft Office.
- Comfortable negotiating and making decisions with community groups, agencies, and service providers.

Perform all other duties as assigned.

**Qualifications:**

In addition to the qualities mentioned above, you will need to possess the below required qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the position):

- Master degree preferred; Bachelor Degree in Early Childhood Education, Child Development or a related field required
- Minimum of five years, preferred eight years of professional experience working in Early Childhood Education
  - University of Florida Lastinger Early Childhood Coaching Program training, preferred
  - Current CLASS observer certification, Infant/Toddler/PreK, preferred
- A valid driver's license, insurance and transportation.
- Ability to pass a criminal background, drug screening and education check.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All employees may not perform the entire job duties listed, and some employees may perform some duties that are not listed. Employees may be requested to perform job-related responsibilities and tasks other than those stated in this description.

*I acknowledge I have received and accept the above listed job description for Early Education Coach for Childcare Resources of Indian River.*