

**Richland County First Steps
Position Description**



Job Title:	Early Childhood Education Coach
Strategy:	ExCEL Program
Position:	Temporary Grant Funded Position- October 2021 to June 2022
Reports to:	Director of Care and Early Learning
Starting Salary:	\$33,000 depending on experience
Work Schedule:	Monday – Friday (8 am – 4:30 pm), 40 hours a week with some Monday Nights and Saturdays, depending on training and events.
Exempt:	No
Full-time:	Yes
Qualified for Benefits:	Yes

Job Summary

The Early Childhood Education Coach will conduct outreach visits, make connections, and provide resources/coaching to family home childcare providers in Richland County to the increase school readiness of children served.

Essential Duties

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

- Ability to work independently with strong focus, that is task-oriented, nonjudgmental, and open to working with people of all ages, gender, race/ethnicity, culture, etc.
- Conduct site visits to family home providers on the DSS list, as assigned by the Director of Care and Early Learning. In the event of a pandemic or exposure that prevents an in-person indoor visit, conduct visits virtually or in-person outside.
- Create and conduct DSS certified childcare trainings for childcare personnel via in person or web based.
- Help coordinate and participate in ExCEL teacher/director training and conferences and encourage assigned childcare program staff to attend.
- Review and create documents that can be used to deliver coaching for home providers.
- Enter log information into the SCFS DATA System weekly and maintain assigned childcare provider information in the Data System.

Major Duties

- Maintain daily log forms verifying coaching given to providers documenting details of activities, training and resources given and have it signed by the owner/director upon departure.
- Maintain a notebook of provider visits including coaching log forms and other documentation of Coaching and resources distributed.
- Help childcare programs build connections with community resources.
- Introduce RFS and our programs with the goal of their possible participation to home providers.
- Lead group ExCEL Coach discussions on topics pertaining to Early Childhood Education and Coaching.

Other Responsibilities/Activities

- Provide regular feedback on progress and report any issues that need to be addressed to the Director of Care and Early Learning.

- Represent Richland County First Steps in a professional, competent, and responsible manner.
- Effective listening and observation skills.
- Excellent time management skills with the ability to be flexible.
- Good documentation, organization, and communication skills.
- Knowledge of and ability to work with variety of community resources.
- Pleasant and efficient communication skills.

Minimum Requirements

- Ability to legally operate a motor vehicle and have reliable transportation.
- Ability to pass/maintain annual background checks including SLED and DSS (includes Sexual Registry).
- Ability to work in a variety of settings with culturally diverse centers and communities with the ability to be culturally sensitive and appropriate.
- Ability to work with a multidisciplinary team.
- Bachelor's Degree in Early Childhood Education or equivalent required to become a Technical Assistant Provider (TAP) and Certified Trainer.
- Experience with implementing Conscious Discipline experience preferred.
- Experience working in an early childhood program required.
- Experience providing Coaching in a childcare setting preferred.
- Efficient in Microsoft (Word and Excel).
- Excellent written and verbal communication skills and an ability to establish rapport with all childcare personnel.
- Knowledge of and ability to work with variety of community resources.

Essential Mental Functions

- Ability to organize and present correct information and answer questions effectively.
- Ability to prioritize tasks and maintain boundaries.
- Ability to speak before groups (trainings, for example).
- Ability to work with providers in crisis situations, guiding them according to DSS and/or ABC policies.
- A strong sense of and respect for confidentiality involving fellow employees.

Essential Physical Functions

Must be able to regularly kneel, bend, and sit on the floor to meet the needs of the position (classroom visits, trainings, tables, etc.).

Must be able to lift 40 pounds.

Equipment/Databases Used

- Equipment: Computer, Printer, Copier/Scanner, Fax, Cell phone
- Database(s): South Carolina First Steps, SentricHR