



**Preschool Promise, Inc.**  
JOB DESCRIPTION

**TITLE:** Coaching Specialist

**EFFECTIVE DATE:** August 15, 2022

**FLSA CLASSIFICATION:** Exempt

**LOCATION:** Dayton, Ohio

**REPORTS TO:** Director of Quality Education

**GRADE LEVEL:** 1013

**POSITION TYPE:** Full time

### **PRESCHOOL PROMISE VISION**

All Montgomery County, Ohio children are ready for kindergarten.

### **PRESCHOOL PROMISE MISSION**

Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

### **PRESCHOOL PROMISE COMMITMENT TO EQUITY**

Preschool Promise is committed to addressing racial and social inequities in all we do; this position will help lead and support efforts to implement policies and programs to ensure equity.


### **SUMMARY/OBJECTIVE OF POSITION**

This position is responsible for developing and implementing training and coaching for teachers and administrators at Preschool Promise sites that will improve kindergarten readiness and ensure racial equity. This position will work to improve teacher quality as measured by the Classroom Assessment Scoring System (CLASS) and Conscious Discipline rubric, and will implement plans to address racial equity, implicit bias, and cultural competency through quality improvement in Preschool settings.

### **ESSENTIAL FUNCTIONS**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- 1) Develop and implement coaching and training for teachers and administrators at Preschool Promise sites.**
  - a) Build strong, trusting relationships with Preschool Promise teachers and administrators to understand their needs.

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- b) Develop and implement high-quality, developmentally appropriate training (including ongoing Professional Learning Communities and workshops) that are focused on CLASS, Conscious Discipline, Creative Curriculum and other comprehensive early learning practices.
  - c) Develop and implement effective coaching and technical support to ensure accountability for implementing practices in the classroom.
  - d) Secure Ohio Approved status for Professional Learning Communities and trainings.
  - e) Analyze teacher Conscious Discipline Rubrics, CLASS data and student-level data to ensure positive impact of coaching and training.
  - f) Meet with teachers and administrators to share feedback on progress and provide next steps to improve practices.
  - g) Build strong relationships with contractors and vendors.

**2) Contribute to the Preschool Promise staff team and support special projects as requested.**

- a) Work with other Preschool Promise staff team members to build a friendly, supportive, healthy, high-functioning team.
- b) Accomplish annual goals.
- c) Manage special projects to support the Preschool Promise mission as requested.

**COMPETENCIES REQUIRED**


- An understanding of kindergarten readiness and developmental milestones from birth to kindergarten
- Knowledge of best practices in preschool classrooms including knowledge in social/emotional foundations, curriculum, fostering inquiry, etc.
- High level of competence with Microsoft Word
- Some experience in other Microsoft Office programs (e.g., Excel, PowerPoint)
- Ability to express ideas effectively using verbal, nonverbal and writing skills
- Ability to make critical judgements and perform complex tasks independently
- Ability to manage time effectively
- Ability to intervene to avert problem situations and resolve conflicts
- Strong interpersonal skills and customer-service orientation
- Ability to implement and manage multiple projects at one time
- Ability to work with teams

**REQUIRED EDUCATION AND EXPERIENCE**

- CDA or Associates Degree in Early Childhood Education
- 5 years of teaching experience in Early Childhood Settings with diverse populations

**PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE**

- Previous knowledge of the Preschool Promise program
- Knowledge of the City of Dayton/Montgomery County early childhood community
- Experience working at preschool and child care programs licensed by Ohio Department of Job and Family Services or Ohio Department of Education
- Experience coaching in early childhood environments

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- Experience working with the Ohio Professional Development Registry and certifying training through the Ohio Approved process
  - Understanding of Step Up To Quality, Ohio's Star Rating system
  - Experience with continuous improvement

### **WORKING CONDITIONS**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend

### **PHYSICAL DEMANDS OF THE POSITION**

- Ability to travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

### **TYPICAL WORK HOURS**

- Standard Monday-Friday work days
- Flexible work schedule to account for weekend and evening work commitments

### **TRAVEL REQUIRED**

- Travel within Ohio and out-of-state may be required for select training events, conferences, and professional development

### **NON-DISCRIMINATION POLICY**

Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

### **FUNDING OF THIS POSITION**

This position is on the payroll of the Montgomery County Educational Service Center (ESC) and requires an annual contract between the employee and the Montgomery County ESC. Preschool Promise, Inc. funds this position through a legal agreement with the Montgomery County ESC to lease employees to accomplish the Preschool Promise vision and mission. Preschool Promise, Inc. receives core funding from the City of Dayton and Montgomery County through tax revenues.

### **TO APPLY**

Please email a cover letter and resume to [employment@preschoolpromise.org](mailto:employment@preschoolpromise.org).