

Preschool Promise, Inc.

JOB DESCRIPTION

TITLE: Hope Zone Quality Coaching Specialist

EFFECTIVE DATE: August 2023

FLSA CLASSIFICATION: Exempt

LOCATION: Dayton, Ohio

REPORTS TO: Senior Director of Education Strategy

GRADE LEVEL: 1013

POSITION TYPE: Full time

PRESCHOOL PROMISE VISION

All Montgomery County, Ohio children are ready for kindergarten.

PRESCHOOL PROMISE MISSION

We partner with families, providers and community leaders so that all children have high-quality early childhood experiences.

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

The Hope Zone Quality Coaching Specialist will be responsible for quality improvement efforts to ensure that all children in Montgomery County, Ohio are ready for kindergarten that reside within the Hope Zone guidelines. This position will work to improve teacher quality as measured by CLASS Assessment Scoring System (CLASS), Conscious Discipline rubric, and Family Child Care Environmental Rating Scale (FCCERS), 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.

- Develop and implement coaching and training for teachers and administrators at Preschool Promise sites.
- Build strong, trusting relationships with Preschool Promise teachers and administrators to understand their needs.
- Develop and implement high-quality, developmentally appropriate trainings (including ongoing Professional Learning Communities and workshops) that are focused on Family Child Care, CLASS, Conscious Discipline, Creative Curriculum and other comprehensive early learning practices.
- Develop and implement effective coaching and technical support to ensure accountability for implementing practices in the classroom.
- Secure Ohio Approved status for Professional Learning Communities and trainings.
- Analyze teacher data Conscious Discipline Rubrics, CLASS data Family Child Care Environmental Rating Scale (FCCERS) and student-level data to ensure positive impact of coaching and training.
- Meet with teachers and administrators to share feedback on progress and provide next steps to improve practices.
- Build strong relationships with contractors and vendors.
- Participate in Preschool Promise sponsored and directed professional development.

- Contribute to the Preschool Promise staff team and Hope Zone Project
- Work with other Preschool Promise staff team members to build a friendly, supportive, healthy, high-functioning team.
- Accomplish annual goals.

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

- Associates Degree required in Early Childhood Education or related field/ Bachelors of Science in Early Childhood Education Preferred
- 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
- Experience working with the Ohio Professional Development Registry and certifying training through the Ohio Approved process
- 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 latoria.marcellus@preschoolpromise.org.