Notice Of Vacancy

Position: Head Start School Readiness Coach

Region Served: Upper Yakima County and North Central Washington

Status: Exempt, Full-time (regular year-round)

Salary: Starting Annual Salary: $53,102

Posted Date: May 16, 2016

Starting Date: July, 2016

Location: Educational Service District 105 33 South Second Avenue, Yakima, WA 98902

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Job Description and Qualifications: See below

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Application Procedure - The application packet should include a letter of interest outlining personal qualifications and reason for interest in this position, a current resume, three reference letters or three completed and signed Professional Reference forms, a copy of a professional certificate, a copy of an academic transcript from college/university indicating degree, and a completed ESD 105 application packet.

All application materials must be on file in the Human Resources Office at ESD 105, 33 South 2nd Ave, Yakima, WA 98902 by the deadline to apply. Applications may be downloaded from the Human Resources section of our website at www.esd105.org or picked up at the ESD office.

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Deadline to apply: Open Until Filled

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Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Employment: ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD’s Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Kay Gutierrez, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

ESD 105 is an Equal Opportunity Employer
The job of the School Readiness Coach is to provide coaching to teachers and teacher assistants in designated classrooms for the purpose of improving early learning environments as measured by CLASS and other assessment tools to be determined.

**Essential Job Functions:**

A. Coaches the teaching team both together and separately for the purpose of creating high quality early learning environments that measure 6 or higher on the Classroom Assessment Scoring System.

B. Collaborates with all content coordinators for the purpose of creating a cohesive approach to the work with the classroom team.

C. Collaborates with a variety of groups and/or individuals (e.g. center director, content specialists, teaching teams) for the purpose of improving the quality of child outcomes, developing solution, planning curriculum, and continuous improvement.

D. Collaborates with content specialists to develop and implement staff training related to high quality early learning environments, instructional strategies, instructional contents, etc.

E. Collaborates with schools districts, contractor and ESD P-3 staff to align early learning to K-3 child development benchmarks, instructional strategies, assessment and teacher professional development.

F. Works with all program staff and district partners to develop strong Kindergarten transition for children and their families.

G. Develops strong working relationships with local school staff and facilitates shared learning opportunities for Head Start/Early Head Start, Migrant Seasonal Head Start and Kindergarten teachers, parents and community early learning partners.

H. Works with School Readiness Content Specialist to develop training plans for each teacher and track classroom quality throughout the program.

I. Coaches, mentors and supports growth of all teachers within the program, providing continuous feedback and guidance.

J. Conducts CLASS assessments and other early learning classroom environmental assessments for the purpose of determining which classrooms need coaching. Pre and post assessments will be kept as part of the documentation of the effectiveness of the coaching; and may be used in other personnel processes.

K. Composes a wide variety of materials (e.g. reports, memos, letters, policies, work schedules, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

L. Maintains manual and electronic files and/or records for the purpose of documenting activities, providing reliable information, and complying with District, State and Federal requirements.

M. Participates in and facilities a variety of meetings (e.g. staffing, trainings, special projects, committees, evaluations, etc.) for the purpose of conveying and/or gathering information required to perform functions.

N. Researches a variety of information (e.g. current practices, laws, etc.) for the purpose of improving classroom learning environments for children.
Other Job Functions:
A. Performs other related duties as assigned.

Qualifications:

Required Education and Experience
1. BA in the field of early childhood or related field.
2. With a BA have at least two years of experience in one or more of the following areas: teaching, teacher training and/or technical assistance in early childhood programs.

Preferred Education and Experience
1. Bilingual/Biliterate in English and Spanish.

Required Skills, Knowledge and or Abilities
1. Knowledge of research in early language and literacy development and principles of instruction.
2. Proven ability to effectively support and motivate adults toward the achievement of desired goals and ability to provide leadership, innovation, motivation and constructive feedback to child care providers.
3. Knowledge of family dynamics, challenges, and needs in the target area, particularly among low-income families.
4. Effective communication and writing skills.
5. Ability to work effectively with culturally diverse individuals and groups.
6. Exceptionally high commitment to task accomplishment and flexibility in work hours.

Other Requirements
1. Personal transportation, including vehicle liability insurance, valid WA state driver’s license, and willingness to travel.

Physical Demands
The usual and customary methods of performing the job’s functions require the following conditions:
• **Significant:** (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
• **Frequent:** (i.e. standing, bending, carrying; use of phone; use of copy machine)
• **Occasional:** (i.e. driving, lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)

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<th>Significant</th>
<th>Occupation requires this activity more than 66% of time (5.5+ hrs/day)</th>
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<td>Frequent</td>
<td>Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)</td>
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<tr>
<td>Occasional</td>
<td>Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)</td>
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The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.