



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

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**Cynthia W. Burton**  
Executive Director

January 12, 2022

## **JOB ANNOUNCEMENT**

**Title:** Head Start/Early Head Start Coach

**Location:** Tuscaloosa

**Employment Classification:** Regular, Full-Time, Non-Exempt, Non-Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to [employment@cspwal.com](mailto:employment@cspwal.com).

**Deadline extended to:** Thursday, January 27, 2022 at 6:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

## Community Service Programs of West Alabama

### Job Description

<b><u>Job Title:</u></b>	Head Start/Early Head Start Coach
<b><u>Division/Department:</u></b>	Head Start/Early Head Start
<b><u>Reporting Relationship:</u></b>	Head Start Director
<b><u>Exemption Status:</u></b>	Regular Full-Time, Non-Exempt, Non-Safety-Sensitive
<b><u>Work Schedule:</u></b>	7:30 a.m-4:30 p.m.
<b><u>Grade/Salary:</u></b>	Head Start Paygrade 5; Range \$17.45 - \$25.41 per hour

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### **Summary of Duties and Responsibilities**

The Coach is responsible to the Education Coordinator to provide ongoing coaching and mentoring for teaching staff, promoting effective teaching strategies that lead to positive outcomes for children. The Coach is responsible to assist in the implementation and monitoring of center-based Head Start/Early Head Start services, providing compliance with Head Start/EHS program performance standards, QRIS and CLASS requirements, and DHR Minimum Standards. The Coach is also responsible to carry out responsibilities in accordance with the Agency's policies and applicable federal and state laws.

### **Essential Duties and Responsibilities:**

- Utilize the Early Learning Outcomes framework to provide Practice Based Coaching, technical assistance, and to maintain support for classroom staff.
- Develop improvement plans and monitor development of specific skills and their application; and deliver technical assistance and mentoring in order to increase staff capability.
- Provide guidance and support to staff in implementation of curriculum planning, individualization and ongoing assessments using project-based learning strategies and creative curriculum.
- Facilitate learning in one-on-one and group settings.
- Maintain tracking data related to ongoing skills development and performance improvement.
- As directed, support and monitor program compliance through site observations and feedback.
- Conduct CLASS observations, provide review of findings and prescribe corrective coaching.
- Maintain CLASS reliability certification and qualifications.
- Assist in analyzing program data toward achieving program and staff goals.
- Provides training to staff on systems and procedures, as needed.

- Participates in the program planning for training and technical assistance.
- Participates in trainings, workshops and meetings as assigned.
- Participates in the team building process within the program by using established communication channels in a constructive and productive manner that enhances the team effort.
- Follow safety guidelines and maintain a safe working environment.
- Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- Actively contribute to a positive teamwork environment.
- Other duties as assigned.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience:**

- BA or advanced degree in Early Childhood Education OR BA degree in a field related to Early Childhood Education .
- Minimum three years teaching experience in a pre-school/ infant/ toddler classrooms.
- Demonstrated excellence in teaching and classroom results.
- Demonstrated coaching and consultation skills.

**Certificates, Licenses, Registrations:**

- Valid Driver's License and liability insurance
- Serviceable automobile.
- Must meet all suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999, Act No. 2002-457 and Federal Head Start Program Performance Standards.

**Language Skills:**

- Strong oral and written communication skills.
- Bilingual, Spanish/English, preferred.
- Ability to read, analyze, and interpret procedures and governmental regulations.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Ability to generate effective reports and correspondence.
- Ability to effectively present information and respond to questions from groups of parents, children and staff.
- Ability to develop and conduct comprehensive in-service training workshops.
- Ability to communicate to diverse populations.
- Ability to effectively present information to children and families.
- Ability to communicate in large and small group settings.

**Mathematical Skills:**

- Ability to compute simple math such as addition, subtraction, multiplication and division.

### **Reasoning Ability:**

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.
- Ability to deal with a variety of situations with good judgment.

### **Other Skills and Abilities:**

- Working knowledge of the principles and practices of child development and adult learning styles.
- Understanding of the principles of bilingual and multicultural education.
- Knowledge of culturally diverse groups and persons from low-income families.
- Solid working knowledge of productivity software, including ability to effectively utilize program-specific software.

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### **Mathematical Skills:**

- Ability to accurately add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Other Skills and Abilities:**

- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members, program participants, and volunteers.
- Ability to communicate effectively with the target population.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.
- Ability to meet deadlines.

**Physical Demands:** *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision required to operate a motor vehicle. Multiple demands from the children and other individuals are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to establish and maintain harmonious and effective working relationships with subordinates, associates, and supervisors. The employee is expected to demonstrate knowledge and understanding of policies and procedures.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

Created 11.28.2018

*Reviewed by Board of Directors 01.17.2019*

*Reviewed by Board of Directors 03.19.2020*

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REV. 2.12.2021

*Reviewed by Board of Directors 03.18.2021*

