



Leadership • Collaboration • Support

JOB TITLE: Early Learning Quality Improvement Coach

CSEA Salary Schedule, Range 37

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction and supervision of an administrator of the Early Learning Program, the Quality Improvement Coach serves as a coach, mentor, and trainer for family childcare providers and center-based early care and education programs. Coaches are responsible for creating and maintaining Quality Improvement Plans (QIP) for each of their sites, and support a caseload of 15-25 sites, which includes a mix of both active and monitored sites. Coaches support a statewide initiative to improve the quality of childcare by reviewing quality tools and assessments of childcare programs and providing coaching, technical assistance, and training to childcare providers in compliance with the Quality Rating and Improvement System (QRIS) requirements. Coaches collaborate with the Solano County Office of Education (SCOPE) Early Learning Team and community partners, to engage preschool programs and childcare providers, and support a variety of SCOPE's Early Learning projects.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree or higher in Education, Child Development, Early Childhood Education, or related early learning field.
- Minimum 3 years' experience and extensive knowledge related to working in the Early Childhood Education (ECE) field required, and successful teaching experience in a public or private early care and education facility or family childcare home serving children ages 0-5. Must have experience coaching and training in an early care and education setting.
- Demonstrated ability to take initiative, problem-solve, and work independently, as well as collaboratively, as part of a team.
- Must maintain and provide proof of current immunization against influenza, pertussis, and measles.
- Must be able to work evenings and weekends as needed due to trainings and site visits.
- Maintains a valid driver's license, reliable transportation, and insurance; travel is required for this position, and travel expenses will be reimbursed.

PREFERRED QUALIFICATIONS:

- Bicultural and bilingual competence in Spanish is optimal.
- Knowledge of child development programs and licensing requirements both private and state funded; principles, theories, practices, methods, and techniques used in early childhood classroom instruction.

Knowledge of the following:

- Principles of leadership, collaboration, and support.
- Effective time management, organization, presentation, and facilitation methods.
- Excellent oral and written communication skills, as well as proficiency with standard software applications (i.e., Microsoft Word, Excel, Outlook mail, etc.).
- Current research and trends concerning early care and education, including strategies and methods of behavior and classroom management, and classroom/childcare curricula.
- Quality Rating and Improvement System tools and processes, i.e., rating matrix, Classroom Assessment Scoring System (CLASS), Early Childhood Rating Scale (ECRS), Desired Results Developmental Profile (DRDP), and Ages and Stages Questionnaire (ASQ).

ESSENTIAL DUTIES

- Supports SCOE's Early Learning Team with implementation of Quality Counts Solano and other Early Learning projects and maintains a professional role in representing the Early Learning Team throughout Solano County and establishes strong relationships with the ECE community.
- Develops and maintains positive working relationships with SCOE staff, school district staff, private childcare teachers, parents, and community organizations.
- Provides coaching, monitoring, technical assistance and training to public/private childcare providers and site staff with the focus of continuous improvement and maintenance of a quality childcare environment and program.
- Provides onsite and virtual support to assigned sites, including promoting reflective practices, instructional and environmental support and resources, and models successful and developmentally appropriate early childhood teaching strategies and techniques.
- Conducts onsite observations to assist in development and implementation of Quality Improvement (QI) goals with each assigned site, reviews and updates the QI goals/plan, and identifies and develops resources to support site goals. Disseminates research-based instructional materials and provides technical assistance to participating QRIS early learning sites, as requested.

- Provides guidance to childcare and preschool programs being rated in QRIS with assembly of the required portfolio and completion of the Self-Rating Scale.
- Assists with the identification, gathering, and analysis of data relating to childcare needs and early learning programs in Solano County to support compiling and presenting concise reports and grant applications.
- Assists in planning and delivering developmentally appropriate trainings and workshops for early care and education professionals, including but not limited to, the QRIS program assessment and observation tools, child development and best practices, and the California Preschool Foundations and Frameworks (includes training on evenings and weekends).
- Collects and maintains data and case notes, and enters data accurately into the QRIS data system, iPinwheel, in a timely manner to measure, document and report progress of Quality Counts participants.
- Collaborates and coordinates with other QRIS coaches, within SCOE and externally, to share practices, learn, and advocate for early learning, including attending trainings to increase coaching skills and knowledge and to earn certifications, when offered.
- Participates in regular SCOE Educational Services and Early Learning staff meetings to plan, coordinate, and implement operations of these programs. This also includes participation in Solano Quality Early Learning Consortium, First 5 IMPACT hub, and other local, regional and state meetings, as assigned.
- Supports efforts for community outreach and marketing to engage childcare and early learning providers. Build community understanding and support for safe, affordable, developmentally appropriate childcare.
- Interacts and communicates effectively with children and adults from diverse cultural and socioeconomic backgrounds.
- Maintains confidentiality of children, families, and providers involved in Quality Counts Solano.

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification supervise and evaluate program staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%)

Walking (35%)

Sitting (40%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (3)

Pushing and/or
Pulling Loads (3)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (3)

Climbing Ladders (1)