Early Childhood Alliance Job Description

Paths to QUALITY Coach/Education Specialist

Position Summary

Under the supervision of the Paths to QUALITY Coach Supervisor and in direct communication with the Education Coordinator, the Paths to QUALITY Coach/Education Specialist is responsible for implementing on-site support and for developing and implementing professional development activities for early care and education programs.

Employee performs duties in a standard office environment. Maintains frequent contact with various groups and individuals in a variety of settings. Must have the ability to communicate orally and in writing. Frequently plans and makes presentations and works on several tasks at the same time. Must have the ability to work a flexible schedule with some evenings and weekends. Travel is required, sometimes overnight. Work may require light to moderate lifting.

Employee is expected to make substantial contributions to Early Childhood Alliance’s mission by providing program services that produce desired outcomes. Employee’s work is periodically reviewed by the Paths to QUALITY Coach Supervisor and Education Coordinator.

Essential Functions

**Coach**

- Provides on-site support activities to assigned programs to promote quality early care and education. This includes, but is not limited to observing and assessing environment and early care and education practices, role-modeling, and on-site training.

- Assists assigned programs in developing and implementing quality improvement plans based on program assessment.

- Monitors assigned programs to ensure that objectives and timelines in the quality improvement plan are being met.

- Assists assigned programs in utilizing resources that promote quality care and education by collaborating with other early care and education professionals and programs, both within the agency and the community.

- Maintains reporting information related to professional development activities utilizing agency databases and statistics for all on-site support activities.
**Education Specialist**

- Assists in the planning and implementation of professional development activities that align with the goals of Paths to QUALITY, professional credentialing systems, and the agency mission.

- Implements professional development activities that are competency based, meet quality early care and education standards, and reflect adult learning principles.

- Collaborates with other agency staff to develop and implement opportunities for professional development through distance education.

- Providers follow-up technical assistance, including on-site when appropriate, to help providers put knowledge gained in professional development activities into practice.

- Maintains reporting information related to professional development activities utilizing agency databases and statistics for all on-site support activities.

**Minimum Requirements**

- Bachelor’s degree in Early Childhood Education, Child Development, or related Education field with documented early childhood coursework.

- Two years experience working with children in a group setting, as well as experience working with and leading adults.

- Knowledge and experience in early care and education including the professional development of other adults working in the field

- Strong technology skills.

- Valid drivers license

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The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not to be construed as an exhaustive list of all job duties or specific tasks performed by the employee so assigned.