



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Education Coach

Early Head Start

****Re-Advertise****

OPEN: March 3, 2021

EXEMPT: Yes

SALARY: (8) \$21.82-\$24.44 p/h DOE

SHIFT: Days, Hours as Assigned

LOCATION: Early Learning Center

DURATION: Regular Full-Time

CLOSES: March 11, 2021

JOB CODE: 700

DIVISION: Education

DEPARTMENT: Early Learning Programs

SUPERVISOR: Education Coordinator

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Head Start Education Coordinator, this position is responsible for ensuring that children are provided with the learning environment and the opportunities that will assist them in the development of physical, social, cognitive, cultural and emotional skills, and that parents are supported in their role as the child's primary and most influential teacher. This position must work collaboratively with education staff and as a team member and mentor.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Know Head Start Early Learning Outcomes Framework, Washington State Early Learning Guidelines, Teaching Strategies Gold and Creative Curriculum.
2. Use a practice-based coaching process within Head Start and ECEAP requirements.
3. Train and support teachers in working with children with disabilities and individual education plans.
4. Train and observe teachers in fidelity and effective implementation of curriculum and center policies.
5. Train and observe teachers in writing lesson plans with and implementing individualization.
6. Train, observe, and assist teachers in addressing challenging student behaviors.
7. Utilizes Relationship Based Coaching cycle (Practice Based Coaching) components for the purpose of assessing needs, engaging in focused observations, and providing reflection and feedback in order to set goals and develop action plans.
8. Review weekly lesson plans and work individually with teachers in writing and implementing.
9. Compile school readiness data three times yearly.
10. Observe classrooms to monitor implementation of lesson plans.
11. Review weekly lesson plans to assure focus on school readiness goals. Observe implementation of lessons for school readiness.
12. Train education staff in observing students and entering of benchmarks.
13. Review weekly observations entered in Teaching Strategies Gold.
14. Train and observe teachers in individualizing instruction.

15. Act as resource to education staff in arranging staff training, parent/child activity days, field trips and technical assistance.
16. Review children's files to assist education staff in assuring that all components performance standards and other requirements are met.
17. Participate in staffing to meet the needs of the child and family in a holistic approach.
18. Assist in planning and prepare materials, work with parents to assist teaching staff weekly lesson planning.
19. Assist teaching staff in planning and conducting appropriate learning activities and behavior management techniques using Conscious Discipline.
20. Inform teaching staff of Community Resources that will enable family's interests and needs.
21. Observe monthly in classrooms.
22. Meet with education staff monthly to set goals and review progress on goals.
23. Develop Professional Development Plans with staff. Monitor that staff are follow their PDPs for CDAs and college graduation requirements. Assist staff in signing up for CDA programs and college courses.
24. Recommend trainings based on observations in the classrooms.
25. Coordinate the transitions of children entering Head Start and transitioning to kindergarten.
26. Attend staff meetings and represents education staff at management team meetings weekly.
27. Work collaboratively with Parent Coordinators and Family and Health Services staff in a team approach.
28. Review weekly attendance entering to assure timely entering of attendance and accuracy of attendance.
29. Responsible for monthly reports as assigned.
30. Monitors ASQ completion within 45 days of child first day of attendance. Reports monthly status to Education Coordinator. Ensures ASQs are filed and entered into Child Plus.
31. Manages, coordinates, tracks, monitors and maintains record keeping systems, including filing of attendance, USDA forms, safety monitoring checklists, sign in/out logs, cleaning checklists, diaper logs, contact logs, lesson plans, etc.
32. Promptly addresses staff performance concerns with General Education Coordinator.
33. Coordinate and schedule contracted Mental Health, Speech, and Occupational and Physical Therapy consultants.
34. Maintain a substitute classroom teacher resource or substitutes in the classroom when teachers are absent.
35. Substitute in classrooms when needed.
36. Plan and provide activities (field trips, meeting the teacher nights, etc.) according to the EHS to HS/ECEAP and HS/ECEAP to Kindergarten transition plans.
37. Will be delegated as for staffing classrooms and handling daily supervisorial activities when General Education Coordinator is absent.
38. Train new staff according to the Orientation of New Staff Policy.
39. Provide trainings at the annual PreService of employees.
40. Complete Professional Development Plans with classroom staff.
41. Sign classroom staff up for CDA and assist and monitor progress on completion.
42. Other duties as assigned.

ECEAP Specific job-duties:

1. The contractor must be trained on the Early Achievers Coach Framework, to:
 - (a) Support Early Achievers rating readiness and ongoing continuous quality improvement.
 - (b) Assist the contractor in identifying goals and making quality improvement plans to achieve goals.
 - (c) Assist the contractor in completing remedial activities within the identified timeline, when applicable.
 - (d) Document in the WELS database, or WA Compass database when available, including:
 - i. Pre-rating support provided to each site prior to finalized rating.

- ii. Quality Improvement Plan for each site once the rating is finalized, including goals and Action Plans.
- iii. Coaching strategies used to support teacher implementation of curriculum.
- iv. Required coach professional development including:
 1. Early Achievers Coach Framework training.
 2. Early Achievers Coach orientation.
 3. Coaching webinars.
 4. Reliability in CLASS and ECKRs.
 5. Curriculum and Coaching to Fidelity training

PHYSICAL REQUIREMENTS:

- Conduct activities involving stooping, kneeling, bending, crawling, twisting, and reaching on a frequent basis and substantial standing and walking, and moderate sitting.
- Keep or regain the body's balance or stay upright when in an unstable position.
- Supervise students indoors and outdoors by sight and sound.
- Sit on the floor or crouch at a student's level.
- Lift a child weighing up to 25 pounds daily.
- Lift, carry, push, and/or pull a burden, such as a stroller, weighing up to 25 pounds daily.

ENVIRONMENTAL CONDITIONS:

- This position involves daily potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential exposure to spills or splashes of blood. There may be exposure to medical/health conditions of known and unknown origin.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts Degree or higher in Early Childhood (preferred), or
- BA or higher in Education with Preschool Endorsement (preferred), or
- BA in Education with 30 credits in Early Childhood (preferred), or
- Washington State Teaching Certificate with endorsement in ECE (preferred), or
- Bachelor's degree in Early Childhood Education or related field or;
- Bachelor's degree with the equivalent of 30 college quarter credits in early childhood education and a minimum of 3 years working with young children in a Head Start, ECEAP or other federal preschool (such as U.S. military) preschool setting, and experience as an early learning coach, consultant, mentor, or trainer.
- CLASS certified or willing to obtain within 3 months
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

If no candidate meets the minimum federal qualifications above, we may select a candidate for employment with:

- A Bachelor's degree in a related field (education, teaching, psychology) with a minimum of 3 years teaching in a federal (Head Start or U.S. military) or State funded preschool.
- The candidate must be willing to complete 30 college credits in Early Childhood Education within three years.
- CLASS certified or willing to obtain within 3 months
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to comply and enforce the Confidentiality Policy.

- Ability to lift 40 pounds and willing to interact with children at their level.
- Adaptable to be culturally sensitive with the Lummi Nation Community.
- Have the capacity to offer assistance to teachers in the implementation and adaptation of curricula to the group and individual needs of children in a preschool classroom.
- Ability to work in an atmosphere of open communication with all staff members.
- Ability to work with young children and families.
- Ability to maintain health and safety standards.
- Ability to work as a team member.
- Ability to be an open and positive employee.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Proof of U.S. Citizenship for employment eligibility.
- Be willing to get CLASS observer certification within 3 months of hire.
- Must pass a DCYF fingerprint background check within 3 months of hire.
- Upon employment obtain a physical and TB test before beginning work in the building.
- Upon employment obtain certifications with food handler's permit, CPR, HIV Training and First Aid
- Must complete mandatory reporting training within orientation period.
- Willing to attend trainings and keep personal training file updated demonstrating pursuit

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.