



## Lummi Early Learning Program

2645 Kwina Road Bellingham, WA 98226

Teen Parent Child Development Program\* Lummi Nation Child Development Center  
Early Head Start\* Head Start\* ECEAP

### JOB ANNOUNCEMENT

**JOB TITLE:** Education Coach

**OPEN:** December 16, 2024

**EXEMPT:** No

**SALARY:** Education Salary Scale

**SHIFT:** Days, hours assigned

**LOCATION:** ELP Center

**DURATION:** Regular Full Time 12 Month

**CLOSES:** Until Filled

**JOB CODE:** 700

**DIVISION:** Education

**DEPARTMENT:** Early Learning Program

**SUPERVISOR:** Education Coordinator

**VACANCIES:** 1

**JOB SUMMARY:** This position is responsible for ensuring that children are provided with a learning environment and the opportunities that will assist them in their intensive coaching development.

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

1. Additional duties associated with COVID safety protocols deemed necessary by Lummi Indian business Council, Lummi Public Health, and Lummi Early Learning Programs.
2. Use a practice based coaching process within Head Start and ECEAP requirements.
3. Spend time in classrooms observing, modeling, and coaching daily with teachers. Providing a minimum of at least 1 hour per week in each classroom.
4. Know Head Start Early Learning Outcomes Framework, Washington State Early Learning Guidelines, Teaching Strategies Gold, and Creative Curriculum.
5. Use a practice-based coaching process within Head Start and ECEAP requirements.
6. Train and support teachers in working with children with disabilities and individual education plans.
7. Train and observe teachers in fidelity and effective implementation of curriculum and center policies.
8. Train and observe teachers in writing lesson plans with and implementing individualization.
9. Train, observe, and assist teachers in addressing challenging student behaviors.
10. Compile school readiness data three times yearly.
11. Review weekly lesson plans to assure focus on school readiness goals.
12. Train education staff in observing students and entering of benchmarks.
13. Review weekly observations entered in Teaching Strategies Gold.
14. Review children's files to assist education staff in assuring that all components performance standards and other requirements are met.
15. Participate in staffing to meet the needs of the child and family in a holistic approach.
16. Assist teaching staff in planning and conducting appropriate learning activities and behavior management techniques using Conscious Discipline.
17. Meet with education staff monthly to set goals and review progress on goals.
18. Recommend training based on observations in the classroom.
19. Coordinate the transitions of children entering Head Start and transitioning to kindergarten.
20. Attend staff meetings and represent education staff at management team meetings weekly.
21. Work collaboratively with Family and Health Services staff in a team approach.
22. Review weekly attendance entering to assure timely entering of attendance and accuracy of attendance.
23. Responsible for monthly reports as assigned.
24. Monitors ASQ completion within 45 days of child first day of attendance. Reports monthly status to ELP Director. Ensures ASQs are filed and entered into ChildPlus.

25. 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.
26. Promptly addresses staff performance concerns with supervisor.
27. Substitute in classrooms when needed.
28. 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.

**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 competing 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.

**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 ECE or related field or
- Bachelor’s degree with the equivalent of 30 college quarter credits in ECE and a minimum of 3 years working with young children in a Head Start, ECEAP or other federal preschool (such as U.S. Military) setting, and experience as an early learning coach, consultant, mentor, or trainer.
- CLASS certified or willing to obtain within 3 months.
- 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 ECE within 3 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.

*If the best candidate for the position is not fully qualified, the contractor must ensure the newly hired staff person is on a Professional Development Plan (PDP) to fully meet the qualifications of their role within five years from the date of hire.*

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Adaptable to be culturally sensitive with the Lummi Nation Community.
- Have the capacity to aid 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 work as a team member and 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.
- Must be 18 years of age.
- Be willing to get CLASS observer certification 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 training and keep personal training file updated demonstrating pursuit.

**TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- 12-month Full-Time Employee
- 90 Day Probationary evaluation period applies.

**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](mailto: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.