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| Position Title: Quality First Coach | Reports To: Quality First Coach Supervisor and Quality First Coaching Program Coordinator |
| Status: Non-Exempt | Program: Quality First Coaching |

General Summary: The position provides coaching and mentoring to early childhood programs that are participating in the quality improvement process of Quality First. Quality First Coaches are assigned a caseload of center-based and family child care programs throughout the state of Arizona and are required to meet monthly visit and other expectations in an effort to support quality improvement as determined by program assessment results and provider priorities.

- Essential Duties/Responsibilities:**
1. Implement policies and procedures as required for ASCC and the Quality First Program.
 2. Demonstrate an understanding of early childhood evaluation, assessment, and self-study processes, excellent knowledge of developmentally appropriate practice in early childhood care and education settings, and a thorough understanding of child development and family dynamics and management in early care and education settings.
 3. Provide onsite coaching and training to participating programs at the intensity hours per month as required by First Things First.
 4. Maintain an established work schedule, keep appointments, and adapt schedule to meet unexpected needs, and utilize time effectively.
 5. Provide technical assistance including but not limited to modeling, training, observation, and feedback, and develop and facilitate trainings and workshops to participating programs.
 6. Develop and/or complete individual programmatic tracking and technical assistance forms in order to ensure intensity hours are being met.
 7. Collaborate with assigned Child Care Health Consultant, Inclusion Coach, Mental Health Consultant and other external support systems on a quarterly basis.
 8. Write onsite reports and summary logs following onsite visits noting observations, discussions and recommendations using correct grammar and punctuation. Write monthly and/or quarterly reports as required. Submit all reports in a timely manner.
 9. Assist programs in the development and implementation of a Quality Improvement Plan.
 10. Assist programs with the development of Incentive Grant Orders to purchase developmentally appropriate materials.
 11. Represent ASCC and Quality First in community meetings and other professional settings, including community outreach, as requested.
 12. The ability to maintain objectivity. Includes the knowledge and ability to maintain confidentiality and high ethical standards.
 13. Knowledge, understanding and ability to respect diversity represented in cultural and linguistic populations served by ASCC.
 14. The ability to communicate professionally and effectively both verbally and in writing.
 15. Maintain a professional appearance in accordance with agency policy.

16. Participate in semi-monthly reflective supervision.
17. Develop and distribute resources and schedule of early childhood trainings as requested.
18. Maintain current knowledge of the early childhood field and research.
19. Develop a cooperative working relationship between the child care staff of participating programs, Quality First funders, T.E.A.C.H. ARIZONA, Quality First partners, and other agency staff working with Quality First.
20. The ability to work independently and as team member and the ability to work cooperatively with other staff members and the community.
21. Maintain eligibility for an Arizona Fingerprint Clearance Card throughout employment.
22. Ability to travel throughout the state, have a current and valid Arizona Driver's License, current vehicle insurance, and have reliable transportation, by automobile, available at all times.
23. To meet the agency insurance requirements, a copy of your most recent 39-month Motor Vehicle Record is required to be submitted upon hire. No more than one (1) at-fault accident or two (2) moving violation tickets that are not listed under the "major ticket" category, as defined by the ASCC insurance company (list available upon request) may be on your 39-month driving record.
24. Knowledge and use of computer technology, including but not limited to Microsoft Office and the Internet.
25. Attend all staff and agency mandatory meetings.
26. Physical Requirements:
 - Ability to lift 15-30 pounds.
 - Ability to stoop, bend, and squat to child's eye level for appropriate periods of time.
 - Ability to stand for approximately three hours at a time, including being outdoors for extended periods of time.
 - Ability to sit for periods of time on the floor.
 - Ability to get up and down from the floor without assistance.
 - Ability to run after a child if necessary.
27. Ability to climb and descend a flight of stairs.
28. Other duties as assigned by the Program Coordinator, Coaching Supervisor, Program Manager and Executive Director.

Minimum Qualification:

1. Minimum of a Bachelor's degree in early childhood education, child development or a closely related field.
2. Two years of related work experience as a teacher or primary care provider in an early care and education setting with infants, toddlers or preschoolers.
3. Register with the Arizona Early Childhood Workforce Registry and, at a minimum, meet Lattice Level criteria for the position per funding requirements.

Knowledge and Skills:

1. Excellent knowledge of the early childhood field, including center-based and family child care programs.
2. Excellent knowledge of the dynamics of child development, developmentally appropriate practice, and child-centered approaches.
3. Thorough understanding of child development, family dynamics and management in early care and education settings.
4. Ability to prioritize multiple responsibilities and maintain excellent time management skills.
5. Excellent knowledge of early childhood assessment/evaluation tools.

6. Thorough knowledge of ITERS, ECERS, FCCERS, and CLASS assessment tools.
7. Previous experience in and/or knowledge of training, coaching or mentoring mechanisms.
8. Knowledge of community resources and how they impact early childhood programs.
9. Knowledge of the Arizona Early Learning Standards, Arizona Infant and Toddler Guidelines, ADHS and DES state licensing and certification standards.
10. The ability to work independently and as a team member.
11. Demonstrate passion and commitment to the agency's mission in early childhood.
12. Ensure the professional appearance of the office environment is maintained.

NOTE: The statements above are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Signed: _____ Date: _____