

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRESCHOOL TEACHER/COACH - HEAD START

General Description

Under the direct supervision of the Manager – Head Start Program Operations, provides on-site coaching for Head Start teachers and Instructional Assistants using a reflective practice model; conducts classroom observations and demonstration lessons; discusses analysis of child outcomes data and provides coaching/mentoring for teachers to improve teacher-child interactions and child outcomes towards kindergarten readiness; provides instructional support to Head Start teachers and low- income families.

Certification and Education

BS/BA in Early Childhood Education (or related field); hold (or be eligible for) a Children Program Director Permit and/or a Site Supervisor Permit; possession of a valid California Driver's License and availability of an automobile with at least minimum insurance coverage required by law; three (3) years teaching experience beyond permit requirements.

Knowledge, Abilities and Experience

Knowledge of child development and current research based pedagogy, curriculum resources, appropriate classroom management techniques for preschool classrooms and reflective practice mentor/coaching strategies; demonstrated ability to supervise and control preschool aged children; organize and direct classroom and outside activities; teach and monitor the work of Instructional Assistants; knowledge of ECERS, CLASS, Desired Results Assessment System, and POEMS; demonstrated competence in ECE instructional methodologies; experience working in a multi-cultural setting; ability to speak and write effectively; ability to establish and maintain harmonious relationships with children and parents, and the ability to travel to assigned classrooms (bilingual in English and targeted language(s) required).

Duties and Responsibilities

ESSENTIAL DUTIES:

Works jointly with the Coordinator of Educational Services and teaching staff to determine focus areas for mentoring based on classroom data from CLASS, ECERS, POEMS and Child Outcomes DRDPR 2010; plans and assists the teaching staff to implement educational experiences for preschool children, parent trainings and parent involvement in the education program both in the classroom and at home; assists teachers to develop a program that is responsive to the needs of each individual child and family; assists teachers to create an effective learning environment in which positive self-concept and self-reliance are stressed and in which appropriate learning experiences are provided based upon each student's needs, interests and abilities; assists teachers in resource development and administration and staff with making children's observations in the classroom; participates in team meetings to develop children's Individual Family Plans (IFP); develops mentoring/coaching plans using research-based best ECE practices; provides support and serves as a resource for improving the quality of instructions and child outcomes towards kindergarten readiness .

Working Conditions

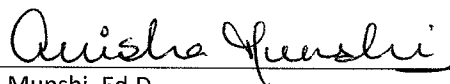
Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

Physical Demands

Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

Environment

Duties are performed in a classroom environment while moving around the room and monitoring students. Incumbents are subject to extensive public contact with external agencies and individuals seeking information. Duties require regular driving to program sites within the county.

Approved:	 Anisha Munshi, Ed.D. Assistant Superintendent-Personnel Services	8/26/19 Date
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Approved: 11/24/10

Revised: 10/11/12 (added and/or a site supervisor permit to Certification and Education); approved by the Parent Policy Council
10/16/12