



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Head Start Instructional Coach
Reports To: Head Start Principal
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 05/2012
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Summary:

Assist with development of the curriculum plan and supervise classroom staff and operations to ensure compliance with Head Start Program Performance Standards (HSPPS). Establishes academic and living skills standards for 4 year old students in school, home and/or in the community by performing the duties listed below. To plan and implement a healthy, safe, and developmentally appropriate learning curriculum for pre-school children that promote developmental gains toward the attainment of kindergarten readiness skills as defined in the Head Start Program Performance Standards.

Essential Duties and Responsibilities:

- Supervise the curriculum and instruction of Teachers, including providing staff training & development, and conducting performance evaluations
- Assist with the develop the program curriculum plan and monitor the implementation of the plan, including screenings, assessments, daily lesson plans, parent-teacher conferences, home visits, and transition activities; assist with identifying areas for improvement in the plan and implementation
- Monitor program practices and assist Head Start Administrator to ensure compliance with Head Start program requirements and performance results over time
- Assist with planning and implementation of pre-service and regular in-service training for classroom staff
- Creates and implements curriculum plans incorporating hands-on activities and experiential learning considering factors such as individual needs, abilities, learning levels, and physical limitations of students
- Confers with parents, administrators, specialists, social workers, and others to provide individual educational programs (IEPs) for students who are at different learning ability levels
- Creates a flexible curriculum that is focused on different student learning styles to ensure success to maximize potential
- Observes, evaluates, and prepares reports on progress of teachers and students
- Establishes effective communication materials for parents regarding the progress of students and to provide them to assist with their child's development
- Develops with appropriate personnel transitional support materials for students to return to mainstream instruction

Essential Duties and Responsibilities (cont.):

- Collaborate with KRESA Special Education department to incorporate the available expertise within KRESA into the Head Start curriculum as appropriate to support children with learning delays
- Devises special teaching tools, techniques, and equipment for teachers to reach children
- Assists members of medical staff in rehabilitation programs for students
- Assist with delivery of Head Start services as defined by Head Start Performance Standards
- Comply with program curriculum and supplemental curriculum, State of Michigan Licensing for child care centers and the Head Start Program Performance Standards
- Observe and assess children's development, analyze data and make plans or referrals specific to the needs of the Head Start children and families
- Design curriculum and developmentally appropriate practices focusing on social-emotional development; cognitive skills; language and literacy development and physical development.
- Provide direction and advice to classroom staff, volunteers and interns through positive communication, coaching and modeling of desired behaviors and outcomes
- Build positive relationships with families to assist with parent/child relationships and provide positive examples for appropriate family activities
- Assist other service areas of the program with direct and indirect services and provide community resources for families
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor degree in Early Childhood Education, Child Development or Elementary Education with an Early Childhood endorsement or Emotional Impairment endorsement and knowledge of child development and planning for pre-school aged children is required. Ability to lead classroom team with effective communication skills, organizational skills, and planning skills is necessary. Experience working with population of diverse backgrounds and socio-economic challenges strongly preferred. Knowledge of adult learning styles and strong verbal and written communication skills desired.

Certificates, License, Registration:

Valid Michigan Teaching Certificate

Other Skill & Abilities:

Attitude of acceptance and esteem for students

Ability to communicate effectively including listening.

Keeps building administrator abreast of classroom status.

Ability to efficiently use computer and applicable software.

Ability to problem solve.

Ability to write reports.

Presents ideas and information in a manner that gets student's attention and which encourages their engagement.

Maintains confidentiality.

Other Skill & Abilities (cont.):

Develop instructional strategies to meet classroom goals.
Adapts to frequent changes in the work environment.
Practices safe work habits.
Develops and maintains atmosphere of teamwork.
Uses equipment and material properly.

Supervisory Responsibilities:

Communicates regularly with and directs the work of paraprofessionals.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

This position works in a typical office environment using standard office equipment, frequently visiting program classrooms. This position has frequent interaction with other program staff and families. Driving of approximately 60 miles per week is expected. This position works occasionally in a typical early childhood classroom environment, which includes child size furniture and seating as well as interaction with pre-school age children, families, and program staff. Additionally this position works in a typical early childhood outdoor environment. Position utilizes visual and auditory memory and discrimination, reads and writes frequently, must use judgment and make simple and complex decisions. Position covered by the OSHA Final Rule Blood Borne Pathogens Act, Category A and has potential for exposure to communicable disease and pests including but not limited to head lice. This position is a mandated reporter of child abuse/neglect and must have a Department of Humans Services child abuse and neglect clearance.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.