

Carroll County Board of Education

Job Description for Head Start/Early Head Start Education Manager/Coach

Qualifications: Bachelor's Degree in Early Childhood Education or related field

Reports to: EHS/HS Director

Job Goal: The Teacher Mentor/Coach is responsible for providing on-going coaching for teaching staff. Supporting effective teaching strategies in the classroom setting that lead to positive outcomes for children within the context of a collaborative relationship.

Performance Responsibilities:

1. Develops and maintains positive, supportive relationships with instructional staff for the purpose of supporting staff growth through the mentoring process.
2. Utilizes Practice Based Coaching (PBC) 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.
3. Provides constructive feedback and support for the purpose of increasing instructional staff confidence and competence. This may include modeling, observing, providing reading materials or other resources as needed.
4. Plans and conducts bi-monthly PBC coaching sessions.
5. Provides follow up support to staff following any form of training for the purpose of increasing implementation of information and transfer of skill into practice.
6. Gathers and records information about instructional staff implementation of practices described in goals/action plans for the purpose of summarizing and displaying data.
7. Completes monthly monitoring reports or coaching logs and submits them according to timelines for the purpose of meeting program requirements for tracking and monitoring.
8. Participates in initial and on-going professional development for the purpose of providing effective mentor/coach activities as well as providing expertise on theory and practices that support child development.
9. Attend meetings, training and appropriate professional development activities.
10. Other duties as requested.

Ability to:

- Ability to work as a team member collaborating with staff, parents and community resources.
- Ability to apply Early Childhood Development theory in daily activities, and adapt to the individual needs of children.
- Ability to respond appropriately to an emergency or a crisis situation.
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Post, check, and maintain file and statistical record accurately
- Establish and maintain cooperative and effective working relationships with students, staff and the public
- Operate office equipment including computer software
- Work independently with little direction
- Meet schedules and timelines
- Work confidentially with discretion
- Communicate effectively both orally and in writing

Terms of Employment: Salary and work year to be established by Carroll County Board of Education Policy

Evaluation: Performance of this position will be evaluated in accordance with Carroll County Board of Education policy.