



Cincinnati-Hamilton County Community Action Agency

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Phone: (513) 569-1840 * **Fax:** (513) 569-4354 * **Website:** www.cincy-caa.org

JOB DESCRIPTION

Position Title:	Early Head Start Childcare Partnership Assessment and Development Coach	FLSA Status:	Non-Exempt
Division:	Head Start	Pay Grade:	9
Work Hours:	8:00 a.m. – 5:00 p.m., bi-weekly, requires evenings and weekends.	Revision Date:	March 2015

Work Location:

Cincinnati-Hamilton County Community Action Agency * 1740 Langdon Farm Road * Cincinnati, Ohio 45237

POSITION SUMMARY

Implements and provides oversight of Early Childhood Development services at the EHS/CC partners. Provide Coaching and Mentoring to Teaching staff. Duties are carried out to ensure that quality services are provided to children and families in compliance with Head Start Performance Standards, local, state and federal laws and regulations, and CAA policies.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Mentors and provides professional development of the EHS/CC partners teaching staff.
2. In collaboration with the EHS/CC partner assist with the completion of the action plan as it relates to Education and teacher development.
3. Selects educational materials that support and strengthen teaching practices, ensuring the achievement of mandated outcomes.
4. Coordinates with the Staff Development department the EHS/CC partners Teacher's Professional Development Plan.
5. Develops and implements Early Childhood programs in accordance with the Head Start performance standards and developmentally appropriate practices.
6. Support the "Concern Child" process for identifying children with Disabilities
7. Engages in ongoing assessment of the quality of services provided.
8. Communicates effectively with others, including giving and receiving feedback on the quality of services.
9. Conducts classroom observations and modeling of developmentally appropriate practices.
10. Develops, plans and implements training for EHS/CC partners teaching staff/caregivers on strategies that enable them to transform their classrooms.
11. Facilitates effective use of Early Head Start/Head Start staff and resources.
12. Provides current and innovative teaching resources to teaching staff, facilitating the effective use of Early Head Start/Head Start resources.
13. Provides services with high degree of quality and confidentiality for Head Start and the children and families served.
14. Monitors screenings and compliance services.

The above statements are intended to describe the general nature and level of the work being performed by staff assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, C-HCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

QUALIFICATIONS AND REQUIREMENTS

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[HTTP://twitter.com/#!/cincycaa](http://twitter.com/#!/cincycaa)

The incumbent must have:

1. A Bachelors degree in Early Childhood Education, or a related field, from an accredited college or university; Masters Degree in Early Childhood Education preferred.
2. Five (5) years of early childhood teaching experience.
3. Five (5) years of teaching experience in an urban setting.
4. Excellent oral and written communication skills.
5. Demonstrated knowledge of diverse cultures.
6. Proficient computer experience in Microsoft Office applications.
7. Experience working with diverse populations, including low to moderate-income families.
8. Ability to multi-task and prioritize duties required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

WORK ENVIRONMENT:

Includes both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and local travel, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

PHYSICAL DEMANDS:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Talk and hear;
- c. See and be able to read, write, and interpret written documents;
- d. Lift and move objects weighing up to 15 pounds.

ORGANIZATIONAL STRUCTURE:

Reports to: EHS/CC Partnership Coordinator

Manages: None

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.

Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or "at-will," meaning that both you and the employer may end the employment relationship with or without reason, cause or notice. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee's employment, or otherwise alter an employee's position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.