



JOINT INITIATIVES for YOUTH & FAMILIES

JOB POSTING

Job Title: Director Coach

Initiative: Alliance for Kids Early Childhood Council – El Paso County

Status: Part time-25 hours, Non-Exempt

Position Summary

Works closely with the Quality Improvement Project, Alliance for Kids staff and early childhood directors/owners in El Paso County to improve the leadership and management practices of center-based programs to increase the quality rating of the Early Care and Education (ECE) program/site as measured by the Quality Rating Improvement System/Professional Development Improvement System (QRIS/PDIS).

Responsibilities

- Observe the Administrator/Director and the learning environment with the goal of understanding the provider's vision, goals, and approaches to early care and education, in conjunction with Colorado Shines goals and objectives of higher quality, as measured by QRIS/PDIS.
- Assist the Administrator/Director in understanding the goals, structure, and expectations of their designated quality improvement initiative(s) as measured by Colorado Shines goals and objectives of higher quality as measured by QRIS/PDIS.
- Assist the Administrator/Director as they navigate the application and Colorado Shines quality ratings process.
- Designate the appropriate and diverse array of professional development strategies to increase the capacity of Administrators/Directors in programs to implement best practices designed to support preparation for ratings and continuous quality improvement determined by the Colorado Shines goals and objectives of higher quality and measured by QRIS/PDIS.
- Develop additional quality improvement implementation resources for Administrators/Directors as appropriate to achieve a high quality rating for their ECE site.
- Model characteristics of a reflective professional who monitors and evaluates one's own professional activities with the goal of continual growth and development.
- Work with Leadership Pikes Peak and Pikes Peak Small Business Development Center to support development and implementation trainings for Administrators/Directors.

Education/Experience

A minimum of a Bachelor of Science or Bachelor of Arts from an accredited college or university is required. Preference will be given to applicants with coursework and/or experience in early childhood education, assessment, evaluation, and training.

Knowledge, Skills and Abilities

- Proven leadership experience.
- Ability to organize and manage multiple tasks concurrently.
- Skills in working with others in a professional learning environment, including mentoring administrators.
- Excellent written and verbal skills.
- Ability to analyze and synthesize complex information.

- Function and work effectively both independently and as part of a team.
- Ability to work with a diverse population, modifying intervention strategies for different settings, levels of experience and education, and learning styles.
- Ability to plan and complete projects within designated timeframes.
- Ability to manage conflict constructively and apply problem-solving skills to develop solutions for unanticipated issues and challenges.
- Must be proficient in a Windows and web-based technology environment.
- Ability to maintain strict confidentiality in regard to work performed.

Certifications/Qualifying Standards

- Current, valid Colorado driver's license, auto insurance.
- Certified and trained on PAS (the Council will support with this requirement).
- At least 3 years of experience in early childhood education.
- At least 3 years as an Administrator in early childhood education.
- Experience using data to improve policies and procedures.
- Well versed in early childhood education and research.
- Ability to apply for and obtain a Colorado Early Childhood Coaching Credential.

Salary: \$16.80 - \$18.25 per hr.

How to Apply: Send Resume and cover letter to info@jointinitiatives.org by April 6, 2016.

EOE