



because the first 5 years matter

K-READY COACH JOB DESCRIPTION

TITLE: K-Ready Coach

EFFECTIVE DATE: October 2024

FLSA CLASSIFICATION: Non-Exempt

LOCATION: Dayton, Ohio

REPORTS TO: Conscious Discipline and Curriculum Coach

GRADE LEVEL: 1012

POSITION TYPE: Full-time

PRESCHOOL PROMISE VISION: All Montgomery County, Ohio children are ready for kindergarten.

PRESCHOOL PROMISE MISSION:

Preschool Promise partners with families, providers and community leaders so that all children have high-quality early childhood experiences from Prenatal through Age 5.

PRESCHOOL PROMISE COMMITMENT TO EQUITY:

Preschool Promise is committed to addressing racial and social inequities in all we do; this position will help lead and support efforts to implement policies and programs to ensure equity.

SUMMARY/OBJECTIVE OF POSITION

K-Ready Quality Coaching Specialists will be responsible for improvement efforts to ensure that all children in Montgomery County, Ohio are ready for kindergarten with a special emphasis on Conscious Discipline. This position will work to improve teacher quality as measured by the Classroom Assessment Scoring System (CLASS) and Conscious Discipline Fidelity Rubrics. The coach will work to implement The Practice Based Coaching model. In addition to providing quality coaching, the K-Ready Quality Coaching Specialist will implement plans to address racial equity, implicit bias, and cultural competency through quality improvement in a preschool setting. The K-Ready Quality Coaching Specialist will report to the Conscious Discipline and Curriculum Coach for the EIR grant and will work closely with the Professional Development Manager.

ESSENTIAL FUNCTIONS

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

1. Develop and implement coaching and training for teachers and administrators at Preschool Promise sites with a focus on Conscious Discipline.

- a. Maintain all certifications required for the work of the position.
- b. Participate in ongoing professional development provided by Preschool Promise.
- c. Build strong, trusting relationships with Preschool Promise teachers and administrators to understand their needs.
- d. Develop and implement effective coaching and technical support to ensure accountability for implementing practices in the classroom.
- e. Consistently analyze teacher/administrator practices through ongoing classroom observations, data analysis and classroom observations.
- f. Provide clear, direct and supportive feedback to the teacher/administrator based on analysis of practice in the classroom or program.
- g. Meet with teachers and administrators to share feedback on progress and provide next steps to improve practices.
- h. Build strong relationships with contractors and vendors.

2. Contribute to the Preschool Promise staff team and build a positive work environment.

- a. Work with other Preschool Promise staff team members to build a friendly, supportive, healthy, high-functioning team.
- b. Commit to ongoing continuous professional growth, including participating in equity and cultural awareness training and discussions.

3. Support special projects as requested.

- a. Accomplish annual goals
- b. Manage special projects to support the Preschool Promise mission as requested.

COMPETENCIES REQUIRED

- An understanding of kindergarten readiness and development milestones from birth-kindergarten.
- Knowledge of best practices in preschool classrooms, including knowledge in social/emotional foundations, curriculum, and fostering equity.
- Ability to implement and manage multiple projects at one time
- High level of competency with Google Suite (Gmail, Docs, Slides, Sheets) and Microsoft Office programs (e.g., Excel, Word, PowerPoint)
- Ability to express ideas effectively using verbal, nonverbal and writing skills
- Ability to make critical judgements and perform complex tasks independently
- Ability to organize and manage time effectively
- Strong attention to detail and accuracy
- Ability to intervene and avert problem situations and resolve conflicts

REQUIRED EDUCATION AND EXPERIENCE

- CDA or Associates degree in Early Childhood Education
- 5 years of experience in early childhood settings with diverse populations

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Previous knowledge of the Preschool Promise program
- Knowledge of the City of Dayton and Montgomery County early childhood community
- Experience working at preschool and child care programs licensed by the Ohio Department of Job and Family Services or the Ohio Department of Education
- Experience coaching in early childhood environments
- Experience working with the Ohio Professional Development Registry and certifying training through the registry for “Ohio Approved” status
- Understanding of the Step Up to Quality rating system
- Experience with continuous improvement models

WORKING CONDITIONS

- Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.
- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend

PHYSICAL DEMANDS OF THE POSITION

- Ability to work in the office and travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

TYPICAL WORK HOURS

- Standard work hours, with flexibility based on project and meetings; rarely may require an evening or weekend
- May work up to one day a week from home, as job responsibilities permit

TRAVEL REQUIRED

- Travel to coaching sites required

NON-DISCRIMINATION POLICY

Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant

for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

FUNDING OF THIS POSITION

This position is on the payroll of the Montgomery County Educational Service Center (ESC). Preschool Promise, Inc. has a contract with the Montgomery County ESC to manage the human resource functions, including payroll and benefits for its personnel. Preschool Promise, Inc. is funded by the City of Dayton, Montgomery County and other private foundations.