
Position Information: INSTRUCTIONAL SUPPORT MANAGER/COACH

Supervised by: Education & Disabilities Director

Supervises: None

Salary: Manager III

Classification: Exempt

Terms of Employment: Regular-Full Time

Location: TBD to fulfill the role across the UMCHS region

Job Goal:

To support education staff and education managers in implementing a high-quality early childhood program according to all Federal and State standards as well as agency policies. To provide support in training and coordination of coaching within the education component.

Essential Responsibilities:

➤ **Instruction:**

- Assist in the planning and coordination of an Educational Services Program for Early Head Start/Head Start/OPK/Family Child Care providers
 - Become an instructor of record at a university in order to support staff in meeting staff qualification requirements and arrange relevant agreements
 - Assist in the training and preparation of Education staff so that State and Federal regulations & program policies and procedures are met.
 - Assist in the maintenance and updating of program curriculum to include major themes identified by the HS/EHS Program Director and related activities for the classroom and home visits
 - Act as a content specialist in early childhood curriculum, able to advise staff, parents, or volunteers
 - Support staff in the CDA process as the UMCHS CDA specialist
 - Stay current on research-based practices according to Head Start guidance/recommendations
 - Plan and implement college-level courses to support education staff in professional development and in meeting early childhood staff qualification requirements that ensure credit registration.
 - Collaborate with Health & Nutrition Director and Family Engagement Director to identify areas in need of intensive supports in the implementation of high quality health and social services
- Assist in Staff Development by developing and implementing a training plan for staff
 - Assist the Content Directors in planning and delivering training
 - Participate as a member of agency committees as assigned
 - Assist in assessing training needs by analyzing education staff PSPs for needs/trends and by gaining input from staff regarding training needs and interests

➤ **Coaching:**

- Stay current with research-based coaching practices to align with Head Start recommendations
- Serve as a resource to actively differentiate between and implement differences in state and federal early learning coaching outcomes
- Coordinate a coaching plan and implementation to fulfill Head Start coaching requirements
- Develop training resources with assistance from other component staff
- Act as a content specialist in early childhood best practice
- Collaborate with Component Directors and Education Staff to assess data relative to staff effectiveness
- Develop customized plans to strengthen professional skills in educational staff members
- Utilize a variety of methods of communication for supporting coaching needs across a vast geographic region

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- A commitment to the agency's mission, vision, and values;
- A commitment to equipping children and all who care for them for lifelong success
- A commitment to excellence in everything we do;
- A commitment to positive performance and a welcoming culture;
- A commitment to outcomes, measured results and quality improvement;
- A commitment to innovation and to what is possible.

- Program Participation and Team Member
- Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements:

- MA in Early Childhood Education or related field

Experience and Skills Requirements:

- Two years teaching experience
- Ability to coordinate and/or conduct training sessions
- Knowledge of research-based practices regarding child and family services
- Maintain knowledge of current research-based strategies
- Supervisory experience (preferred)
- Head Start experience (preferred)
- Community service experience (preferred)
- Multi-cultural experience (preferred)
- Administrative background (preferred)
- Knowledge of risk/protective factors model and substance abuse prevention (preferred)

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Lift and move heavy and/or bulky objects up to 10 lbs.
- Sit for long periods of time with keyboard and do data entry at a computer.
- Occasionally required to stand, use hands to finger, handle, or feel and reach with hands and arms.
- Frequently required to drive, walk and climb stairs in the office and in a variety of community-based and home settings.

- Drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. (A DMV Record check will be conducted prior to hire)
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

- The work environment includes indoor office environments or comparable spaces and community spaces, with some exposure to outdoor weather when traveling between sites. The noise level varies by sites and meetings.
- Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

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