

Organization: **Youth & Family Services (YFS)**

Department: **Rapid City Head Start**

Position: **Education Support Coach**

Status: **Full-Time**

Reports to: **Rapid City Head Start Director**

Location: **Rapid City and Box Elder, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40/23**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Minimum of a Bachelor's degree in Early Childhood Education, Child Development, Psychology, Human Services or related field. Masters Degree in related field preferred. Professional experience observing, assessing, planning and implementing individual and group activities for young children, including those with disabilities, mental health issues and behavioral issues preferred. Knowledge and experience in the field of Head Start/Early Head Start and early childhood development. Experience or formal training in working with children and low income families. Ability to provide leadership, communicate effectively verbally and in writing, and to understand issues of working with a variety of cultural, economic and social groups. Obtain and maintain CLASS reliability and ensure that classroom staff are implementing CLASS dimensions within the classrooms. Ability to communicate and cooperate with staff, persons of all socio-economic levels, and diverse populations effectively and tactfully. Flexible work schedule. Computer competency. Current vehicle liability insurance and a valid driver's license required. Maintain confidentiality as it relates to information about children, families, and other staff members.

Essential Functions:

- Establish and maintain a collaborative partnership with direct service staff.
- Maintain intensive and non-intensive coaching case load based on levels of coaching.
- Collaborate on the creation and implementation of intentional teaching strategies for classroom success.
- Work with staff to ensure the programs practices are responsive to the behavior concerns of individual children.
- Ensure that appropriate procedures are used for on-going observations, documentation, assessments and evaluations.
- Conduct observations as requested for behavior concerns in classrooms.
- Support, guide, model and coach staff on individual and group management strategies, and the implementation of behavior plans for identified children, including data collection and analysis, monitoring, feedback and parent collaboration.
- Maintain accurate records for each coachee, data entry and appropriate documents.
- Follow Youth & Family Services Discipline Policy and Behavior Management Guidelines.
- Understand and implement Child Care Licensing Standards, Head Start Performance Standards and other applicable federal, state and local regulations.
- Provide training to help staff develop knowledge, understanding, skills and experience in CLASS, ITERS, ECERS, DAP, HOVRS and home based practice as required for position.
- Prepare reports and attend meetings and training as requested by the Program Director.

- Obtain and maintain CLASS reliability and provide appropriate support to the Program Coordinators if required for position.
- Obtain ITERS/ECERS/HOVRS training and ensure that they are being implemented within the classrooms/home visits as required for position.
- Familiarity with Head Start Curriculum and Assessments.

Additional Functions: Assist in all assigned grant activities including, but not limited to, in-kind and United Way. Keeps informed of new and appropriate behavior practices for young children. Serve as a member of the staffing team for identified children. Study and research new developments in the field in order to ensure high quality, responsive and effective teaching practices. Attend and participate in staff meetings and trainings as requested by supervisor. Perform additional duties as assigned by supervisor. Make monthly progress reports to the Program Director, keep Program Director informed of concerns, problems, and successes related to the program.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!