

# ECONOMIC SECURITY CORPORATION

## Job Description

**Job Title:** Home Based Education Services Coach

**Department:** Early Head Start

**Reports To:** Area Supervisor

**FLSA Status:** Non-Exempt

**Prepared Date:** 6/12/18

**Job Classification:** Grade 5

### SUMMARY

The Home Based Education Services Coach is responsible for carrying out key components of the program's mentor and coordinated coaching program for home visitors, family advocates, and family resource specialists. Through these efforts, new employees will receive a strong and supportive mentor/protégé relationship to develop a firm foundation in home visiting. Current employees with identified need(s) for skill building and performance improvement will receive intensive coaching services designed to promote prenatal development, parent/child interactions and school readiness skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Assists in identifying strengths, areas of needed improvement and which staff would benefit most from intensive coaching.
2. Provides opportunities for intensive coaching to home visitors/family advocates/family resource specialists that would benefit most from such an approach.
3. Observes and provides feedback of effective home visiting practices.
4. Utilizes a variety of formats for delivery of effective coaching strategies.
5. Ensures that intensive coaching opportunities align with the program's school readiness goals, curricula and other professional development strategies.
6. Develops, compiles and analyzes assessment data and progress measures to drive coaching strategies and practice.
7. Oversees the development of written, individualized plans that identify clearly articulated goals for staff receiving intensive coaching services and processes for achieving these goals.
8. Researches and applies new resources on effective coaching strategies, adult learning principles, data analysis, and home visiting practices as part of an on-going learning effort.
9. Assists new home visitors/family advocates/family resource specialists in the planning, organizing, and scheduling of their daily duties, serving as a Mentor in their first 90-120 days of employment.
10. Supports staff in their use of Conscious Discipline and PIWI strategies on home visits and during socializations.
11. Promotes the use of the home-based curriculum, assisting home visitors and family advocates with lesson plans that promote parent/child interactions and individual child development skills.
12. Assists home visitors and family advocates in connecting child observations and portfolio documentation to the child assessment, keeping in alignment with the Head Start Early Learning Outcomes Framework.
13. Assists with Home-Based Education and Conscious Discipline training at least once per year.
14. Assists Coordinators in ensuring curriculum fidelity through a variety of strategies for both the home-based option and prenatal services.
15. Assists with EHS Community of Practice meetings on a regular basis to promote high quality professional development of home visiting staff.
16. Communicates effectively with Area Supervisors, home visitors/family advocates/family

resource specialists, and Coordinators and documents efforts to improve school readiness outcomes.

17. Assists with assessments throughout the program year, as directed by the Home Based Education Services Area Supervisor to promote family development and parenting.

18. Supports the Family Development Coordinator with socializations and uses data to make changes to improve participation and service delivery.

19. Maintains a caseload of EHS families to stay current on home visiting skills and practices.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to obtain and maintain CLASS certification.

### **EDUCATION and/or EXPERIENCE**

Minimum of a baccalaureate degree in early childhood education or a related field.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple reports and correspondence. Ability to effectively present information one-on-one and in small group situations to clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **COMPUTER SKILLS**

Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.

### **PLANNING/ORGANIZATION**

Ability to handle multiple tasks simultaneously.

### **CERTIFICATES, LICENSE, REGISTRATIONS**

Must have reliable transportation and must meet Missouri automobile liability minimum requirements. Must also complete at least 15 clock hours of childcare related training each year.

**PHYSICAL DEMANDS** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and use hands to finger,

handle or feel. The employee is occasionally required to use sit; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee is required to do light physical activity performing non-strenuous daily activities of an administrative nature. The employee must have manual dexterity sufficient to reach/handle items and work with the fingers. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, ability to adjust focus, and peripheral vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment is well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The noise level is moderate.

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Employee Signature Date

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Employee Name