

Market Range Detail - Head Start Professional Development Coach

Effective Date

February 1, 2016

Market Range Title Description

POSITION OVERVIEW

This position provides mentoring, coaching, training and technical assistance, and overall support to staff, to ensure staff members are getting the direction needed to successfully implement program practices which promote high quality learning, school readiness and family engagement.

DISTINGUISHING CHARACTERISTICS

Positions in this market range title are distinguished from Educators/Educator Bachelors by the former's responsibility to mentor and guide teaching staff.

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Provide direction, guidance, modeling and support to teaching staff in compliance with Head Start Performance Standards and program goals.
- Lead in the planning, organization and coordination of the educator professional development program.
- Assist center and home-based teachers in lesson planning and adapting curriculum plans to individual children's needs; monitor and assure educational programs meet needs of all children.
- Conduct site/home visits to assure teacher effectiveness in promoting child growth and development, family engagement and school readiness.
- Coordinate services and/or trainings with staff program wide as well as individually based on program/staff needs.
- Support and assist teachers and staff during conferences, site meetings, IEP meetings, staff meetings, parent meetings, in-service and pre-service trainings, and other meetings as directed.
- Provide guidance and model for program staff on establishing positive relationships with family as well as other schools, community agencies and partners.
- Track, analyze, and report on monitoring results and progress.
- Analyze and/or direct research to determine program needs; determine immediate and long-range impact.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$18.69	\$22.69	\$26.69

Likely Minimum Qualifications

- Bachelor's (BA/BS) Degree in Early Childhood Education, Child Development, Family Studies, Social Work or related field
- A minimum of three years' experience working in an early childhood or family home based setting including one year in a supervisory or leadership role
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.