

# Teacher Coach

Bedstuy Early Childhood Development

Brooklyn, NY

Other

Full-time

Onsite

\$80,000 - \$80,001 a year

Posted on December 20, 2023

## Organization Statement

**Bedford Stuyvesant Early Childhood Development Center** (BSECDC) has been "Rooted in the Community since 1966." A federally funded Head Start program whose mission is to provide high quality, comprehensive early education and family engagement services to families and their children ages 2 to 5 years old. BSECDC embraces a holistic strength-based approach to meet the needs of our earliest learners and their families within the Bedford Stuyvesant community.

### JOB DESCRIPTION: COACH

**POSITION/JOB TITLE:** Coach

**STATUS:** Full Time/Exempt[PG1]

**REPORTS TO:** Education Director

**SALARY RANGE:** \$ 80,000

**SUPERVISES:** Not Applicable

### JOB SUMMARY:

The Coach is responsible for supporting the professional development of teaching staff by utilizing Practice Based Coaching (PBC) strategies to support effective teaching practices that lead to positive child outcomes. Through the use of a variety of assessment tools, such as CLASS, ECERS-R, and the Creative Curriculum Fidelity Tools, the Coach works collaboratively with teachers to identify goals, conduct focused observations, and provide reflection and feedback in order to achieve intended outcomes. The Coach further supports implementation of the curriculum to fidelity through weekly review of classroom lesson plans. Under the supervision of the Education Director, and in collaboration with the other coaches and the Education Site

Managers, the Coach ensures expectations and desired outcomes of coaching are regularly reviewed and updated and provides additional training and professional development opportunities to support staff, as requested.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

• Conduct classroom observations utilizing tools such as CLASS, ECERS-R, and the Creative Curriculum Fidelity tool, to collect data to inform individualized Practice-Based Coaching (PBC) activities, as well as the program Training and Technical Assistance Plan;

• Analyze data collected through observations to assist in identifying staff who would benefit from coaching and meet the agency's identified criteria for intensive coaching; assess all education staff to identify strengths, and areas of needed support;

• Analyze and utilize child assessment data to inform goal setting and coaching strategies;

• In collaboration with the coachee(s), develop clearly articulated, individualized goals and a process for achieving those goals;

• Provide individualized coaching using PBC tools and strategies increase teacher confidence, competence, and child outcomes, which may include constructive feedback, model teaching, co-teaching, providing reading materials and/or other resources as needed;

• Assist the Education Director with activities to promote school readiness and progress towards School Readiness Goals;

• Collaborate with the Education Site Managers (ESM) to work with teaching staff to support their development and progress towards curriculum, school readiness, and professional development goals;

• Review teachers' lesson plans weekly and provide feedback to support implementation of the program's curricula to fidelity and promote children's learning and development across all developmental domains;

• Monitor child outcomes data for completion and quality by aggregating and disaggregating assessment data and analyzing results and develop plans in response to support children's progress towards child outcomes and school readiness goals;

• Responsible for providing ongoing, classroom level coaching that is designed to support the overall functioning of the classroom environment, ensure the health and safety of children and staff, and ensure compliance with all local and federal regulations;

• Provide "on-the-spot" coaching whenever teacher behavior that may be unsafe for children and/or staff is observed to assist the teacher with correcting the behavior immediately;

- Assist in developing and providing additional training and professional development for staff, as requested;
- Organize and complete work independently; prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
- Assist in maintaining data and compiling reports;
- Ensure teachers™ implement responsive and effective teaching practices that demonstrate respect for children and provide opportunities for children to express themselves;
- Promote cultural competence and universal values of respect, compassion, and tolerance among staff and children by ensuring the curriculum implementation includes global education, multiculturalism, and peaceful classroom concepts; [PG2]
- Participate in IEP and/or case management mental health meetings, if requested;
- Assist teachers with planning and implementation of parent engagement activities, such as parent-teacher conferences, home visits, and classroom meetings, as appropriate;
- Communicate effectively with parents with mutual respect and empathy, while maintaining professional boundaries and adherence to BSECDC™s strict confidentiality policy;
- Monitor indoor and outdoor learning areas when onsite to observe implementation of the daily schedule; teacher-child interactions; teachers™ performance; child supervision; and safety practices;
- Participate in all Coaching and Education Team meetings, including internal School Readiness Committee meetings and external meetings at the Administration for Children and Families™ office and NYC Department of Education/UPK Division, as requested;
- Participate in the recruitment and hiring of new staff, as requested, including scheduling and participating in interviews and orientation;
- Participate in professional development opportunities, including trainings, workshops, and conferences;
- Display professionalism, mutual respect, and integrity towards other BSECDC staff members, families, and visitors at all times;
- Ensure complete, accurate, and timely completion of all required record-keeping, data collection and analysis, documentation, and paperwork, including child files and reports to the Education Director, Executive Director, the Administration for Children™s Services, the NYC Department of Education and other parties as requested;

• Follow all applicable BSECDC policies and procedures, including the Standards of Conduct to safeguard children from abuse, neglect, or exploitation while in the care of the Center.

- Implement fully all applicable federal, state, and local laws and regulations as cited in the Head Start Performance Standards, the Head Start Act, IDEA, IFSP, FERPA, ACYFIM, Department of Education and the NYC Department of Health and Mental Health Licensing Code, Article 47 NAEYC.

• Perform other duties, including classroom coverage when needed, as assigned.

### **MINIMUM QUALIFICATIONS/EXPERIENCE:**

• Masters in Early Childhood Education with State Certification

• A minimum of two-years of supervisory experience

• A minimum of two-years of experience in the classroom as teacher of a group of preschoolers.

• Certified Pre-K Classroom Assessment Scoring System (CLASS) Observer, preferred[PG3]

• Education affiliations a plus

### **COMPETENCIES**

• Excellent communication, verbal, reading and writing skills, and cultural competency

• Ability to administer screenings, assessments

• Ability to assess the classroom environment using formal and informal observations, including the Early Childhood Environmental Rating Scale (ECERS)

• Ability to assess teacher/child interactions using the CLASS

• Ability to communicate effectively with parents, staff and colleagues

• Ability to establish positive relationships with teaching staff

• Ability to display through interactions with families, staff and colleagues universal values of tolerance, mutual respect, and compassion

### **PHYSICAL REQUIREMENTS[• :**

Must maintain on files an updated medical report with complete immunizations. Medical report must ascertain that individual is physically fit to work with young children and participates fully in any physical activities required by the program curriculum and the position.

Job Type: Full-time

Salary: \$80,000.00 - \$80,001.00 per year

Benefits:

- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

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Schedule:

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- 8 hour shift

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Ability to commute/relocate:

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- Brooklyn, NY 11233: Reliably commute or planning to relocate before starting work (Required)

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Job-related location requirement:

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- Candidates must be within a 25-mile radius.

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Work Location: In person