

Early Learning Instructional Coach Job Description

- POSITION TITLE:** Early Learning Instructional/Mentor Coach
- SUPERVISOR:** Supervisor of Early Childhood
- EVALUATION:** To be evaluated in May by the Supervisor of Early Childhood
(Based on CLASS scores and Teacher/Director/Principal Feedback)
- HOURS:** 8:00 am -2:00 pm, Monday – Thursday
- TERMS:** One (1) school year contract
Established and approved by the Natchitoches Parish School Board
- SALARY:** **According to Natchitoches Parish School Board Pay Schedule**
- SUMMARY:** The Early Learning Instructional Coach assists and/or develops and updates classroom programs and procedures for the instructional outcomes, curriculum implementation, and child assessment and cultural and linguistic responsiveness. The Coach will provide technical assistance to the teaching team. Must have knowledge of child development and current research-based pedagogy, curriculum resources, appropriate classroom management techniques for preschool classrooms and reflective practice mentor/coaching strategies.
- QUALIFICATIONS:**
- Bachelor’s degree in Early Childhood. A combination of an Associate’s Degree in Early Childhood Education plus documented relevant work including minimum 3 years preschool classroom experience, may substitute. Must complete work to earn a Bachelor’s degree within 2 years of employment.
 - Must have worked as a Pre-K teacher for at least 3 consecutive years
 - Must be able to pass the Child Care Criminal Background Check
 - Must have experience in training and/or supervising staff.
 - Must become reliable in TS Gold and CLASS tool within 3 months of hire
 - Experience gathering data, interpreting data and guiding the instructional use of data with Education team
 - Willing to attend meetings and conferences to stay abreast of the changes in job area
 - Must attend CLASS re-calibration twice a year
 - Must collaborate with Early Childhood program and support partners
 - Must be computer literate and possess basic office skills
 - Provide own transportation and possess a valid driver’s license
 - Ability to work independently as well as in team situations
 - Strong organizational, interpersonal & communication skills
 - Must demonstrate an interest in and knowledge of child development.