



Tri-County Community *Action Partnership* Position Description

Position Title: Prenatal-5 Coach	
Department: Head Start/Early Head Start	Status: Full-time/Non-Exempt
Pay Grade: Grade 9/Non-Union	Location: Brainerd/Little Falls
Position Reports to: Early Education Manager	

Mission Statement

"TCC engages the entire community to listen to and partner with low income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity."

Summary

The Prenatal-5 Coach/Mentor assists individuals and groups to develop realistic and satisfying goals, plans, and activities with customized instructions. Provides comprehensive training or guidance intervention designed to improve the performance of the Head Start educators in accordance with Head Start/Early Head Start Performance Standards. Must be knowledgeable about the range of services provided and support classroom staff and Home Visitors in better serving the families.

Primary Duties - *All TCCAP staff are required to actively recruit families for agency programs.*

- Ensure the safety of all children and prevent children from being left unsupervised by using Active Supervision.
- Utilize Active Supervision strategies to ensure the safety of all children.
- Support all Head Start staff in providing continuous, intensive, and comprehensive child development and family support services that will enhance the physical, social, emotional, and intellectual development of participating children and families.
- Provide coaching with non-judgmental evaluative assistance thru support and feedback to help individuals set goals, identify obstacles, and develop strategies to improve job performance. Including implementing program plans and concrete measures.
- Poses the will to coach one-to-one or in a group setting.
- Promote positive parent/child interactions with the understanding that the parent is the child's primary teacher.
- Able to Job Shadow, observing actual performance and documenting appropriately.
- Assist in effectively coordinating community and agency services to better support the families.
- Maintain and submit all required agency documentation on the established schedule.
- Minimize the program's financial and legal risk by assessing exposure to liability, training staff, and monitoring their compliance with requirements.
- Responsible to expedite or guide the efforts of groups, teams, or individuals to accomplish tasks, reach goals, and facilitate processes.
- Meet federal, state, and program documentation requirements by ensuring that the program maintains accurate, objective, complete, timely, and well-organized child, family, financial and program files.
- Responsible to provide coaching, modeling, instruction, and/or training to assigned staff.
- Responsible to implement approved curricula by assisting and supporting teaching staff with plans to include goals to achieve measurable outcomes in each curriculum area.
- Responsible to conduct, analyze, and interpret observation tools (CLASS), agency specific curriculum (COR Advantage, High Scope, Playbook, and Partners for Healthy Bay); to plan and provide feedback for program improvement.
- Attend job related seminars/workshops at the request/approval of supervisor.
- Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
- Other duties as assigned.

Qualifications

- Post-Secondary Degree Early Childhood Education or closely related field with coursework in Early Childhood Education.
- One year of on the job experience working with children and parents.
- One year of experience in a leadership, management, or supervisory capacity is required.
- Preference will be given to those applicants that can demonstrate they have worked with home-centered approaches.

Physical Requirements

- This position includes a medium level of physical work, with occasional lifting of up to 50 pounds, and frequent lifting/carrying of objects weighing up to 25 pounds.
- Hear, speak, and effectively verbally communicate in the English language, including following oral and written instructions, to communicate with people inside and outside the organization.
- Sit at a desk for extended periods of time and perform long hours of work at a computer.
- Apply manual dexterity, visual acuity and abilities for computer keyboarding, office equipment uses, reviewing detailed reports, understanding information, and fine print.
- Ability to work occasional nights and weekends to support families, staff and community events.
- Must possess valid MN driver's license and proof of insurance to travel to each facility location and community events as appropriate.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date