

Job Description

Job Title: Family Childcare Technical Assistance Coach

Position Summary:

The Family Childcare Technical Assistance Coach reports to the Pre-K Compliance Specialist as a primary staff person for the Fund's Quality and Provisional Pre-K Expansion contracts and as part of the team that staffs the Fund's Family Child Care (FCC) Provider Hub and supports contracted FCC providers participating in the City of Philadelphia Pre-K Expansion initiative. The Family Childcare Technical Assistance Coach may participate in select related agency-wide projects as well.

Essential Functions and Responsibilities:

General

Collaborate with Family Childcare Providers to support, interpret and design curriculum, evaluation, assessment and classroom organization strategies. The Family Childcare Technical Assistance Coach will evaluate and provide recommendations to improve curriculum planning, individual lessons and teaching methods and coordinate and communicate expectations and Children's progress (child outcomes).

Time is spent approximately 10% in the Training Fund office and 90% visiting on-site with contracted FCC providers.

Specific

- Attentive to details
- Oriented toward service
- Good at planning and organizing
- Empathetic and sociable
- Skilled in identifying problems and brainstorming potential solutions
- Excellent at written and oral communications, including presentations
- Comfortable working independently and collaboratively
- Careful about documentation and note-taking
- Able to meet aggressive deadlines
- Interested in traveling and working in a diverse range of environments
- Qualified with a degree in curriculum and instruction or educational leadership
- Monitors contracted FCC providers for compliance with the City of Philadelphia Pre-K Contract Deliverables, and assists providers in coming into compliance in any areas where they presently fall short
- Record keeping/participant file maintenance.

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General Competencies Required:

Champions Mission:

- Understands and actively supports the mission of the Training Fund and District 1199C and the impact the organization has on its stakeholders.
- Understands his/her role in supporting the growth of the Training Fund.

Commits to Service:

- Dedicated to meeting the expectations and needs of internal and external customers.
- Treats colleagues as “internal customers” with commitment to understanding and addressing their expectations.

Delivers Excellence:

- Can be counted on to meet goals successfully, on time and to follow through.
- Is solution oriented; takes initiative and ownership of work.
- Takes pride in delivering a high quality product.
- Spends time on what’s important; organizes and continuously prioritizes work.

Is Accountable for Results:

- Achieves results by keeping commitments
- Takes responsibility for actions, both individually and as a member of a team
- Acts ethically and with integrity.
- Demonstrates a strong work ethic.
- Responds flexibly to change; easily and positively makes transitions to the new and different.

Communicates Effectively:

- Communicates clearly and accurately in written and verbal form.
- Ensures that information is shared with whoever it will affect, directly or indirectly.
- Is open and respectful when giving or receiving feedback.
- Practices attentive and active listening.
- Responds to conflict quickly and effectively.
- Maintains composure under pressure.
- Works collaboratively and cooperatively with others and across departments agency-wide.
- Practices empathetic, non-judgmental communication.

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Values Diversity:

- Contributes to a work environment in which individuals perceive that their uniqueness is respected and valued.
- Sees diversity as essential to the success of the organization.

Qualifications:

Bachelor's Degree or equivalent

5-10 years' work experience in Early Childhood Education and/or coaching

Good oral and written communication skills and ability/interest in working with providers

Ability to travel locally to employer sites and other meetings.

Computer Proficiency including spreadsheets, databases, and presentations

Special Licenses and/or Certificates _____
N/A
Technical Proficiencies: _____
Must possess a comprehensive knowledge of the Early Childhood Development, and career ladders as well as adult learning and possess a high level of skills and experience in career counseling for Family Childcare Providers
Work Requirements: _____
Must be able to travel to provider sites within the City of Philadelphia for monitoring and other related purposes.

To Apply: Send resumes to Teresa Collins at [tcollins @1199ctraining.org](mailto:tcollins@1199ctraining.org) by 1/26/2018.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee.

Reviewed By:

Reviewed On:

Approved By:

Approved On: