

We eliminate poverty by empowering families and engaging communities



Employee Name	Division	
	Economic Empowerment	
Job Title	Job Classification Code	
Parent Aware Quality Coach	02	
Originally Prepared By	Date Prepared	FLSA Status
Maria Steen, Child Care Aware Manager Kim Trautman, Human Resource Director	8/2019 Update	Non-Exempt
Reports To	Approved By	
Lead Parent Aware Quality Coach	Lori Schwartz, Executive Director	
Employee's Signature	Date	
Supervisor's Signature	Date	

JOB FUNCTION:

Recruit child care programs to join Parent Aware and support all Parent Aware participants on the path to quality through coaching and technical assistance. Implement the Parent Aware coaching model with fidelity and document all work and required data.

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Agency Expectations:

1. Embrace, advocate, and carry out the mission, vision and core values of the Agency and adhere to all Agency Policies and Procedures
2. Familiarize and work toward the achievement of Agency-wide strategic plan goals, strategies and measures
3. Acts as a role model within, as well as outside the Agency
4. Provide friendly, responsive service to the public, community organizations and to those we serve
5. With a respectful and positive attitude, work with low income individuals and families with diverse backgrounds
6. Support, develop and maintain productive relationships required to carry out job activities
7. Demonstrate flexible and efficient time management
8. Maintain the security and confidentiality of all records and interpersonal interactions
9. Work effectively and cooperatively with community partners and co-workers
10. Participate in and/or lead Agency committees

REPORTING TO THIS POSITION ARE: None

ESSENTIAL FUNCTIONS

IMPLEMENT PROGRAM ACTIVITIES:

A. Coordinate and implement coaching and technical assistance with providers to facilitate quality improvements.

1. Work in cooperation with Parent Aware Recruiter to recruit child care centers and family child care programs to join Parent Aware.
2. Support Parent Aware participants on the path to quality through relationship based professional development, including coaching and technical assistance.
3. Facilitate a comfortable learning environment for Parent Aware participants and build a strengths-based relationship with providers to assess program needs and develop measurable goals.
4. Implement the Parent Aware quality coaching model with fidelity, using the most up-to-date policy and implementation manuals.
5. Collaborate with Child Care Aware District colleagues, including Professional Development Advisors, CLASS Coaches and Grant Administrators, to support quality coaching practices, training requirements, and Parent Aware grants spending.
6. Develop supportive, ongoing adult learning communities such as Communities of Practice and/or Professional Learning Communities, as able with available child care programs.
7. Maintain knowledge of current early childhood and adult learning research and best practices.

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B. Culture and Maintain Relationships

1. Establish and maintain positive mentoring relationships with Parent Aware participants, modeling teaching and learning best practices.
2. Develop and maintain productive relationships with community partners and identify opportunities for other CAPLP Child Care Aware staff to be involved in partner work.
3. Represent CAPLP CCA in professional early childhood associations, area Early Childhood Initiatives, and other regional community events and meetings.
4. Participate in Regional, District and State meetings as necessary.

C. Data and Documentation

1. Follow established professional, ethical and legal standards including maintaining confidentiality, upholding data privacy, and being a mandated reporter.
2. Use computer software applications to communicate clearly and to manage information accurately and punctually, including inputting data, editing databases, retrieving specific records, and completing reports to communicate the information.
3. Assist child care professionals with their Develop accounts and provide them other technology supports as needed.
4. Document program improvement through use of photos, narratives and other methods.
5. Develop resources as needed.

Agency and Division Support

1. Represent Agency in the communities we serve
2. Compile and submit required reports and data
3. Assist with other CCA projects as requested by supervisor
4. Attend and participate in agency, community and state meetings important to effective Agency operations
5. Seek out additional training to enhance personal development
6. Promote and enhance the integration of the full array of Agency services
7. Assist with the orientation/ training of new staff
8. Assist your Director with the planning and implementation of new opportunities to expand and strengthen programming
9. Track financial expenses and other data associated with your program as requested
10. Participate effectively with other private and public community organizations and state agencies to promote and support partnerships for the achievement of Lakes and Prairie's goals
11. Participate in Agency efforts to assess the external and internal environments to ensure the provision of quality programming which meet identified community needs
12. Availability to work Agency hours for your Division and position.

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QUALIFICATIONS:

Minimum

- CDA or Associate degree in child development, early childhood, family science or related field AND ability to attain Bachelor's degree (MN Career Lattice Sep 10B) upon Quality Coach endorsement renewal.
- Practical experience working directly with young children in an early childhood setting, including implementation of curriculum, assessment, observations and behavioral supports.
- Strong interpersonal, organizational, planning, and prioritization skills.
- Ability to work independently and within a flexible schedule. Some evening and weekends may be required.
- Must hold a valid driver's license, current insurance coverage if using own vehicle, and be able to arrange own transportation to meet with clients and conduct business within the service delivery area

Preferred

- Bachelor's degree in child development, early childhood, family science or related field (MN Career Lattice Sep 10B)

AMERICANS WITH DISABILITY SPECIFICATIONS:

- **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
 - While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell
 - The employee must occasionally lift and/or move up to 50 pounds, but the employee should never lift more than 50 pounds if they are physically unable
 - Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- **WORK ENVIRONMENT:** Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate