

**NORTHWEST MONTANA HEAD START  
KALISPELL, MT 59901**

<b>Title</b>	<b>Instructional Coach</b>
<b>Supervisor</b>	<b>Director</b>
<b>Supervision</b>	<b>None</b>
<b>Wage Classification</b>	<b>Hourly (non-exempt)</b>
<b>Probationary Period</b>	<b>12 months</b>

**Required Qualifications**

1. Bachelor's Degree or higher Degree in Early Childhood, Child Development or a related field.
2. Ability to obtain and maintain CLASS reliability certification.
3. Knowledge and experience supporting the implementation of high-quality teaching and instructional practices.
4. Computer literate.

**Preferred Qualifications**

1. Experience working in a Head Start program.
2. Knowledge of child development and the Head Start Early Learning Outcomes Framework.
3. Knowledge of state and community resources.

**Duties and Responsibilities**

1. Develop and maintain positive, supportive relationships with child development staff in order to support staff growth through the mentoring process.
2. Develop and maintain schedules for on-site visits and observations at all centers. Observations may include CLASS, ECERS, and Classroom walkthrough.
3. Complete monthly monitoring reports or coaching logs and submit them monthly to the Education Manager and Director.
4. Utilize Practice Based Coaching cycle by engaging in focused observations, and providing reflection and constructive feedback in order to set goals and develop action plans.
5. Gather and record information about teacher's implementation of practices described in goals/action plans for the purpose of summarizing and displaying data.
6. Provide on-site support for teaching practices to increase teacher confidence and competence. This may include modeling, co-teaching, observing, assisting in curriculum implementation, providing reading materials, or other resources as needed.
7. Give guidance and ideas regarding classroom/time management discipline, scheduling, planning, organizing the day, and arranging the physical environment of the classroom.
8. Support the quality implementation of embedded strategies and practices within classroom routines and activities to support school readiness.
9. Provide follow up support to staff following any form of training to increase implementation of information and transfer of skill into practice.
10. Work jointly with management team members to compile and interpret program data for the purpose of determining focus areas for mentoring and professional development as well as developing data related procedures.

11. Stay abreast of current advances in child development theories, curriculum, and educational techniques.
12. Perform other duties as assigned.

**Required of all Head Start staff**

1. Within 30 days of employment:
  - Initial health exam (re-exams are required at least every 10 years)
  - MMR immunization or proof of immunization if born after 1956
  - Tdap immunization or proof of immunization with the last 10 years
  - TB skin test if determined at risk for TB (risk assessment conducted upon hire)
2. Within 90 days of employment:
  - Have or obtain CPR certification (infant, child and adult) and keep card current
  - Have or obtain First Aid certification and keep card current
3. Have reliable transportation and a current Montana driver's license and liability insurance.
4. Sign a release authorizing a criminal background check with an appropriate agency.
5. Have no prior convictions of physical or sexual abuse of children.
6. Report all suspected child abuse as required by Montana state law and according to Northwest Montana Head Start policy and procedure.
7. Be flexible in working hours.
8. Attend and actively participate in all required meetings and trainings to ensure compliance with Head Start Performance Standards, State of Montana QRIS requirements, and programmatic requirements.
9. Actively support the goals, objectives, mission, and vision of Northwest Montana Head Start.
10. Sign a confidentiality agreement and adhere to the agency's confidentiality policy.
11. By signing below, I acknowledge that I understand where to access program policies and procedures and I am responsible for adhering to them.
12. Establish and maintain professional boundaries with parents when handling program and personal issues.
13. Be sensitive to the needs of children and families, especially as related to economic, racial, ethnic, and disability issues.
14. Promote and facilitate the parent's role as primary educator of their children in collaboration with all other Northwest Montana Head Start staff.
15. Use a professional attitude and approach to working with parents, co-workers, and community volunteers to establish a positive and productive environment.
16. Participate and promote a positive working relationship with all staff and Head Start families.
17. Basic computer literacy skills.
18. Other duties as assigned.

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*Employee Signature*

*Date*