

# MountainHeart

## Job Description

**Job Title:** Child Care Coaching Specialist  
**Department:** Child Care Resource and Referral  
**Reports To:** Professional Development Team Supervisor  
**FLSA Status:** Exempt  
**OSHA Category:** Category 3

**Summary:** Plan and schedule coaching cycles with providers based on best practices to ensure quality programs and provide support and coaching for providers wanting to reach Tier II status.

### Essential Duties and Responsibilities:

- Provide coaching targeting teachers and childcare providers caring for children ages three to twelve
- Participate in practice observation for ECERS-3 and/or SACERS-U with peer annually
- Ensure all services are based upon Developmentally Appropriate Practice (DAP)
- Ensure all coaching is linked to West Virginia's Core Knowledge and Competencies
- Generate internal referrals to professional development team members as appropriate
- Inquire about childcare provider needs and link them to resources
- Consultation with the Professional Development Team Supervisor on an ongoing basis to seek approval on scheduling, visits, and coaching strategies to assist providers
- Coordinate/collaborate with other early childhood entities
- Work closely with other members of the Professional Development Team to ensure comprehensive services are delivered to childcare providers
- Maintain a current calendar of professional development activities, coaching visits, meetings and other scheduled activities
- Attend and participate in all Professional Development sessions and meetings, including staff meetings, Professional Development Team meetings and quarterly ECS meetings as required
- Submit and maintain WV STARS professional development records, as per policy
- Alert providers to any recalls of any infant and toddler, early childhood or school age products
- Submit all monthly reports as required
- Ensure compliance with state regulations
- Maintain confidentiality at all times
- Other duties as assigned

### Supervisory Responsibilities:

There are no supervisory responsibilities with this position.

### Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

November 27, 2023

ALL PERSONNEL ARE AT WILL EMPLOYEES

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**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent computer skills including knowledge of Microsoft Word, Power Point and Excel. Excellent communication skills and ability to use office equipment. Must have good recall memory, organizational and listening skills. Highly motivated and self-disciplined.

**Education and/or Experience:**

**Preferred:** A master’s degree in early childhood, developmental psychology, educational psychology, or child development and 3-5 years of professional, paid, and documentation of working in a child care classroom. Experience with adult learning is preferred.

**Standard:** A bachelor’s degree in early childhood, elementary education, special education or child development. 3-5 years of professional, paid and documented work in the early childhood classroom. Experience with adult learners and training preparation preferred.

**Division of Early Care and Education Approval Required:** A bachelor’s degree in a related field with at least 15 college credit hours in early childhood and one-year relevant occupational experience. Meet the qualifications to be an approved trainer through the West Virginia Early Care and Professional Development System.

APS/CPS check and a clear criminal background check with no charges related to child abuse and neglect, domestic violence, or drug charges. Must have a valid driver’s license.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**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 will sit, reach with hands and arms. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds. Extensive travel is required.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually quiet. However, at training sessions, the noise level may be loud.

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Employee Signature

Date

November 27, 2023

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