

## School Readiness Coordinator (CLASS Coach Mentor) Preschool Head Start

**Qualifications:** Masters Degree; KY Certification in Early Childhood, Education; Previous Head Start Experience desired; CLASS reliability within six months of employment; TPOT reliability within 6 months

**Reports to:** Head Start Preschool Director

**Supervises:** Preschool Head Start Teaching Staff

**Job Goal:** Under the guidance of the Preschool Head Start Director, the School Readiness Coordinator fosters children's school readiness by providing technical assistance, mentoring, and training to both staff and the program. Planning for children's readiness to learn includes culturally responsive and integrated service delivery across child development, disabilities, and mental health, ensuring supportive learning environments that promote growth in language, literacy, mathematics, science, social and emotional development, creative arts, physical development, and approaches to learning.

Offer mentoring, coaching, new employee training, and ongoing support and follow-up with teachers. Ensure that teachers receive the guidance necessary to effectively teach and implement the assigned curriculum and practices that foster high-quality learning and school readiness.

### Performance Responsibilities:

1. Develop and maintain positive, supportive relationships with classroom staff
2. Collaborate with the director to create a schedule for classroom observations, serving as a basis to identify needs. Conduct observations as often as the governing agencies require.
3. Create personalized mentor coaching plans that outline specific goals and growth areas, based on classroom observations and teacher performance.
4. Submit coaching plans for review with the Preschool Head Start Director to evaluate teacher progress.
5. Follow up on individual teaching staff requests for mentor coaching services and document the details of the training provided.
6. Provide training for new teaching staff and offer ongoing support as needed while they gain knowledge of the role and responsibilities of the position.
7. Manage staff professional development by assessing training needs, creating programs, organizing, executing, and evaluating their impact.

8. Develop and facilitate small group workshops on relevant child development topics, guided by program monitoring outcomes.
9. Support and promote best practices in early childhood development, in accordance with Head Start Performance Standards, Creative Curriculum, Teaching Strategies Gold, and Kentucky Early Childhood Standards.
10. Ensure all curricula are implemented with high fidelity.
11. Utilize reflective practices along with additional strategies and resources to foster positive outcomes for both teaching staff and the children they impact.
12. Conduct parent training sessions covering different areas of school readiness.
13. Provide support to staff and families in fostering emerging literacy and numerical development.
14. Support the implementation of a developmentally appropriate teaching environment and a well-rounded daily program for children.
15. Support teachers in enhancing their child assessment skills.
16. Review and approve weekly lesson plans for each teacher, offering feedback as needed.
17. Collect child assessment results three times a year and communicate the findings through both oral and written reports.
18. Attend local, state, regional, and national meetings and conferences as requested.
19. Perform other duties as assigned by the Preschool Head Start Director or Superintendent.

TERMS OF EMPLOYMENT: Salary, benefits, and work year to be established by the Board approved schedule.

Evaluation: Performance of this position will be evaluated annually