



**Position:** ELRC Quality Coach | **Full-Time:** Salary Position

**Culture:**

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

**Purpose:**

Coaching is inherently relationship-based work. The Allegheny County Early Learning Resource Center Quality Coach supports program administrators, classroom teachers, and assistant teachers and home based child care providers to develop new skills and continuously improve their early childhood teaching practices to achieve higher program quality. The ELRC Quality Coach engages program administration and staff that work with children in a collaborative process that involves observation, reflective communication, professional growth, role-modeling and goal setting.

**Responsibilities:**

- Recognize and build on the existing knowledge and skills of program staff through observation, reflective practice, goal setting and planning.
- Collaborate with classroom staff and program administration for the purpose of creating a cohesive approach to continuous quality improvement with the program team.
- Provide one to one and small group coaching to assistant teachers, co-teachers and head teachers to help strengthen child development practices and assure quality programming.
- Review STARS scores with program leadership team and staff to help identify areas of strength and develop goals for improvement.
- Provide constructive feedback and support for the purpose of increasing program administration and teacher confidence and competence.



- Work with the ELRC Coach Coordinator to provide coaching and professional development for classroom teaching teams.
- Develop and support implementation of an individualized plan that identifies strengths, needs and goals for each program staff.
- Follow procedure for reporting suspected child abuse.
- Completes monthly monitoring reports or coaching logs for assigned visits and submits them according to timelines for the purpose of tracking and monitoring.
- Participates in initial and on-going professional development for the purpose of providing effective coach strategies as well as provide expertise on theory and practices that support child development.
- Promotes and supports the vision, mission, and goals of Trying Together. To learn more, visit [www.tryingtogether.org](http://www.tryingtogether.org).

### **Additional Knowledge, Skills and Experience**

- Knowledge of local, state and national systems for early care and education.
- Willing and able to engage in honest self-reflection about coaching progress and her/his contribution to the process.
- Ability to work with a diversity of individuals within the same program.
- Able to foster a program's capacity building and assume a strengths-based approach.
- Ability to establish credibility as a resource worthy of the program's respect and trust.
- Ability to facilitate a program's own problem-solving process.
- Ability to maintain a project timeline and monitor progress toward goals.
- Must be able to work independently and as a team member.
- Must be able to interact with others in a positive and professional manner.
- Acceptance of diversity and ability to work comfortably in a variety of settings.
- Ability to maintain confidentiality.
- Good judgment and decision-making abilities.
- Must demonstrate enthusiasm and flexibility.
- Must clear full background check and must pass health screening.



**Qualifications:**

- Bachelor's Degree in Early Childhood Education or related field required. Master's degree preferred.
- Two years early childhood classroom experience and two years at an administrative level in an early care and education setting.
- Must have a PA state required mentor/coach endorsement.
- Experience working with adult learners.
- Excellent written and verbal communication skills.
- Intermediate to advanced computer skills, Internet and email.
- Must have a valid PA Driver's License and proof of insurance.

**Required Clearances:**

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 Criminal Clearance.
- Clean Act 73 FBI Clearance.

**Physical Requirements:**

- Ability to lift 10-20 pounds

**Benefits:**

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

**Wage Range:**

- \$40,000 - \$44,000 plus benefits commensurate with experience.





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tryingtogether.org

**Interested Applicants:**

Submit cover letter and resume with a minimum of three work-related references to [jobs@tryingtogether.org](mailto:jobs@tryingtogether.org). Phone calls will not be accepted. Posting will remain open until filled.

