JOB DESCRIPTION

Department: Early Childhood
Title: Building Equitable Supports for Children with Disabilities (BESCD) initiative Coach
FLSA Status: Non-Exempt
Reports to: BESCD Project Coordinator

Purpose: The Building Equitable Supports for Children with Disabilities (BESCD) initiative Coach is responsible for providing coaching to individual and/or regional school district teams to help them improve equitable inclusion practices for children with disabilities enrolled in public preschool programs.

Essential Functions
● Provide monthly individual coaching sessions to each assigned school district team. Ideally, with a minimum of two school district teams per coach, subject to school district team enrollment
● Provide monthly regional team coaching to school district teams that are located in the same region, as needed subject to team enrollment capacity
● Attend and participate in regular individual and team meetings with the BESCD Project Coordinator
● Complete all tasks related to coach tracking and monitoring in a timely manner
● Ensure that prior notification as well as feedback forms are provided to school district teams for all project events
● Maintain timely communication with Project Coordinator about project activities
● Attend and participate in coaches orientation, project opening and closing convening session, and PLCs
● Communicate and collaborate with PLC facilitators to ensure successful PLC topic follow up discussions at regional meetings
● Collaborate with other coaches and Project Coordinator to grow a strong resource folder for the project
● Support data collection throughout the project and contribute to project final report

Additional Responsibilities
● Serve as a point person for school districts, answering all questions and keeping them informed of updates and requirements
● Other project implementation tasks as needed
● Other duties as assigned by the Project Coordinator, EC Director or designee

Required Qualifications
● Master’s degree
● Demonstrated experience with coaching educators
● Demonstrated experience in early childhood special education, DESE public preschool and/or related field
● Demonstrated proficiency in video conferencing, MS Word and Google Suite tools.
● Strong communication and interpersonal skills
● Excellent organizational skills, attention to detail, and ability to handle multiple tasks

Preferred Qualifications
● Masters degree and 3+ years work experience in early childhood, early childhood special education, public preschool, or related field
● Degree in Early Childhood Education or a related field
● Familiarity with the field of early education and care and the MA Department of Early Education and Care
● Familiarity with DESE
● Bilingual English/Spanish
Physical Demands
● Must be able to enter, exit, and move through the building and possibly between locations throughout the day; as well as periods of sitting and standing.
● Position requires the ability to operate a computer keyboard and other office equipment.
● Able to view and work on a computer for long periods of time.
● Must be able to communicate and converse effectively in real time with persons from multiple backgrounds and cultures

Work Conditions
● Ability to work with diverse personalities.
● Ability to maintain strict confidentiality
● Skilled in working both independently and collaboratively.
● Employees expected to follow CES Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards. Ability to work productively with frequent interruptions and competing demands
● Required annual training

Terms of Employment:
● Part-time position; approximately 1-5 hrs/wk

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse populations we serve.