

NATIONAL SCHOOL DISTRICT  
JOB DESCRIPTION

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**JOB TITLE: EARLY CHILDHOOD SUPPORT PROVIDER**

**Job Purpose Statement/s:**

Under general supervision, provides coaching, training and support for preschool instructional staff to ensure a high quality early education learning environment which meets the needs of those working with young children.

**Essential Job Functions:**

- Coaches preschool instructional staff to support successful implementation of Quality Criteria/Services as required by Quality Preschool Initiative (QPI).
- Collaborates with Early Childhood Programs Director and designated staff to implement group and individual Professional Development.
- Collaborates with the County Office Quality Preschool Initiative (QPI) staff to ensure successful QPI implementation.
- Plans and implements PLC's and workshops based on early learning and development, inclusion, family engagement and kindergarten transition, data trends, and program needs.
- Assists with the analysis of outcome data (formative assessment, i.e. DRDP, CLASS, ASQ-3) to focus on the developmental needs for individual students.
- Provides preschool instructional staff with instructional and teacher-child interactions in: Use of classroom data, such as, DRDP trends, ASQ results, classroom assessments and provided by the Local Evaluator (LE); targeted focus on children with special needs; targeted focus on Dual Language Learners.
- Coaches and supports staff on a one-to one basis to assist preschool instructional staff with meeting their professional development goals.
- Prepares and presents training in Early Education Environment and Curriculum topics to program participants in individual and group setting using materials from the California Preschool Learning Foundation or other available resources.
- Coaches preschool instructional staff in providing an age-appropriate and linguistically appropriate focus on children's outcomes in language, literacy, and early math skills development.

- Coaches preschool classroom staff with lesson design which integrate the California Preschool Learning Foundations, The California Preschool Curriculum Framework and the California Preschool English Learners Guide.
- Provides required documentation for identified agencies.
- Facilitation of and/or participation in applicable District committees.
- Attend and participate in District professional development opportunities.

**Other Job Functions:**

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirement – Qualifications**

**Experience Required:** At least three (3) years of successful teaching and instructional leadership experience. Bilingual English/Spanish is desirable.

**Knowledge and/or Abilities Required:**

***Knowledge of:***

Current preschool-K research based instructional practices and strategies; Preschool curriculum, standards and frameworks; English Language Development; lesson design and effective coaching strategies; adult learning theory; appropriate Regulations, Education Code and Board Policy.

***Abilities:***

Strong interpersonal skills using tact, patience and courtesy; communicate clearly and concisely, orally and in writing; work collaboratively with peers, administrators and other stakeholders; data analysis skills; utilize instructional technology and software. Significant physical abilities include standing/walking for prolonged periods.

***Education Required:*** Bachelors Degree in an appropriate educational field; Masters Degree preferred.

***Licenses, Certifications, Bonding and/or Testing Required:***

Possession of or eligibility for any one of the following:

- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

Valid California Driver's License  
DOJ Fingerprint Clearance