



**Job Title:** Bilingual Early Childhood Quality Coach

**FLSA Status:** Full Time, Exempt

**Reports to:** Lead Early Childhood Quality Coach

**Salary Range:** \$54,285-\$61,785

### **Denver's Early Childhood Council**

**Mission-** Denver's Early Childhood Council elevates the early childhood field through innovative and inclusive leadership, services, and solutions.

**Vision-** Denver is a community where the diverse needs of all young children and their families are supported. Please visit us at [www.DenverEarlyChildhood.org](http://www.DenverEarlyChildhood.org) to learn more about our work. Our team culture and shared values are centered on being supportive, adaptable, and providing opportunities for professional growth both internally and for the early childhood professionals we serve.

### **Job Summary**

The Bilingual Early Childhood Quality Coach works closely with the Lead Early Childhood Quality Coach, Council staff and early childhood providers in Denver; supporting childcare/early learning providers to achieve quality improvement goals and effective practices in classrooms.

### **Knowledge, Skills, and Abilities**

#### **Preferred**

- Experience speaking to groups and leading adult-based training sessions
- Experience working with children with different abilities and behaviors
- Ability to prioritize and complete projects within designated timeframes
- Experience using data to improve instruction and ability to analyze and synthesize complex information
- Experience working with and/or knowledge of data management systems such as ecConnect, PDIS, etc.
- Experience working for a non-profit or government related entity and familiarity with grant-funded contracts
- Graduate degree or work in a related field of study
- Ability to communicate in Spanish (reading, writing, and speaking)
- Certified in Pyramid Plus Approach, Train the Trainer CATCH Pre-K curriculum, Quantum Collapse Theory Facilitator – Eliminating Emotional barriers for Teachers and Directors, CDA-Professional Development Specialist Certification, Teaching Strategies Gold Interrater Reliability Preschool Certification, Conscious Discipline, Expanding Quality in Infant/Toddler Care (EQIT) or other relevant certification
- Center Director Certification

#### **Required**

- Fluency in Spanish (reading, writing, and speaking)
- Minimum of 3 years prior experience in early childhood education
- Skilled in working with others in a professional learning environment, including mentoring and coaching directors, teachers, and family home providers
- Function and work effectively both independently and as part of a team
- Ability to work with a diverse population, modifying intervention strategies for different settings, levels of experience and education, and learning styles

Approved 07/08/20

Revised 7/14/20, 9/30/21



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- Ability to maintain strict confidentiality regarding work performed
- Ability to manage conflict constructively and problem-solve unanticipated issues and challenges
- Well-versed in early childhood education research, practices, and assessment techniques
- Ability to apply for and obtain a Colorado Early Childhood Coaching Credential, ERS certification, Pre-K CLASS reliability, and relevant certifications as needed
- Knowledge of Colorado's Quality Ratings and Improvement System (QRIS) and Professional Development Information System (PDIS) system
- A minimum of a Bachelor of Science or Bachelor of Arts in early childhood education, child development, human development, psychology, or related degree from an accredited college or equivalent relevant experience
- Excellent written and verbal communication skills
- Proficiency in office-based technology such as Microsoft Office suite
- Knowledge of and experience with adult learning techniques

**Duties & Job Functions**

- Build relationships with childcare directors to understand their vision and approach and offer supports to help them achieve their quality improvement goals
- Observe childcare centers' learning environments and utilize a variety of professional development strategies- including trainings, study groups, individual/group reflection, and coaching- to increase administrators' and educators' capacity to implement effective practices
- Deliver coaching and training aligned with health and safety guidelines, Colorado's early learning and development guidelines, Colorado Shines quality indicators, and the PDIS credential system
- Provide coaching and referrals to support educators working with children with challenging behavior
- Connect childcare administrators and educators to helpful resources, including online trainings that support managing a center and disaster planning
- Assist directors to obtain and organize childcare licensing and Colorado Shines rating documentation
- Develop and maintain relationships with external partners and stakeholders, including childcare associations
- Collaborate with other Early Childhood Education Coaches to ensure providers' need and requests are met
- Actively participate in staff and team meetings and other professional development opportunities
- Participate in monthly reflective supervision groups as well as maintain all required certifications and coursework
- Support scheduling, coordination, and tracking of quality improvement coaching activities for various funding initiatives
- Maintain general working knowledge of Colorado Shines application and rating process in order to be able to support Council staff with provider questions
- Review and provide translation (into Spanish) for training materials and collateral, documents for providers, social media and website posts and other requests as needed
- Develop and/or translate and deliver specific trainings in Spanish as requested
- Other duties as assigned

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**Compensation**

The Council offers competitive compensation including employer-paid health, dental, life, and disability insurance for qualified employees. Salary is influenced by the candidate's experience and industry standards. While we strive for consistent and long-term employment, as a nonprofit, grant funding can affect positions at the Council.

**Licensure/Qualifying Standards**

Current, valid Colorado driver's license.

**Physical/Environmental Characteristics**

Physical/Environmental Characteristics: This is a "remote-based" position and requires a "home" office outside of the headquarter office for Denver's Early Childhood Council. This location must be a professional environment and conducive to effectively complete your tasks and responsibilities including but not limited to having a reliable internet connection. This position will be required to occasionally visit the Council office and/or other locations around the Denver area for work-related functions. These visit(s) will be predetermined with as much advanced notice as possible to allow for travel time and other arrangements. Such meetings will be scheduled on MST and this position must tailor their working time in accordance with MST zone.

Essential duties will sometimes require the use of a personal vehicle. Work on evenings or weekends may occasionally be required due to events/meetings held by Denver's Early Childhood Council or partner organizations. This position will occasionally be required to lift up to 25lbs and remain seated for a prolonged period of time during the workday.

**Application Process**

Qualified candidates should submit resume, cover letter, and three references to [resumes@denverearlychildhood.org](mailto:resumes@denverearlychildhood.org).

**Equal Opportunity Employer**

We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information or any other status protected by law or regulation. All qualified applicants are encouraged to apply and will be considered for the role.