



Who We Are:

EPIC, Early Learning, is a private, nonprofit organization, delivering early childhood educational services to families in Central Washington for more than 35 years. Our allow for individualized instructions, one-to-one interactions with peers and/or adults, and freedom of choice. A well-rounded curriculum is covered throughout the school year. Your child will grow and develop socially, emotionally, intellectually, and physically.

What We Believe:

- The dignity and worth of the individual and respect for the diversity of cultures
- Provision of quality services for the whole person
- The value of families; the involvement of families in decisions which affect their members
- Promoting the individual growth and development of our staff
- Collaborating and cooperation with community partners based on need

Position Title: ECEAP Early Learning Coach
Pay Level: Starting \$25/hour to \$25/hour
Status: 10 Months Non-Exempt (Hourly Management)
Reports to: ECEAP Early learning Specialist

Position Summary:

The Early Learning Coach will work as part of a team of early childhood educators in the ECEAP program. The Early Learning Coach will provide guidance, coaching and training to ECEAP staff and support on-going continuous quality improvements. Ensuring all work is done in accordance with the ECEAP Performance Standard, USDA requirements, state licensing requirements and agency policies and procedures.

Benefits:

- Medical/Dental/ Vision Plans
- Sick Leave (5 hours per payroll)
- Annual Leave (4 hours per payroll)
- Paid Holidays
- Seedling Scholarship Available
- Employee Assistance Program
- Basic Life Insurance
- 403 B(Employer match after 1 year or 1,000 hours)
- Short/Long Term Disability Insurance

**Minimum Qualifications:**

- Must be at least 18 years of age.
- Associate's Degree in Early Childhood Education and be placed on a Professional Development Plan to complete a Bachelor's degree in Early Childhood Education within five years from date of hire.
- A minimum of two years working with young children in a group setting.
- Prior experience as an early learning coach, consultant, mentor or trainer.
- Ability to work with minimal direction from supervisor.
- Ability to effectively manage change and prioritize multiple demands.
- Willingness and ability to travel alone to all EPIC ECEAP sites and conferences and meetings outside of EPIC's service area.
- Valid Washington State Driver's License & Auto Insurance.

Preferred Qualifications:

- BA in Early Childhood Education or related field.

Essential Job Functions:

1. Perform Practice-Based Coaching – shared goal setting, focused observation, feedback and reflection- with ECEAP teaching staff
2. Create and monitor classroom quality improvement plans
3. Complete formal & informal classroom observations including scheduled & unscheduled observations, and ECERS-3 classroom assessments in each ECEAP classroom, observing for compliance to licensing standards, ECEAP Performance Standards, and quality teaching practices.
4. Participate in Early Achievers webinars, trainings and meetings
5. In coordination with the ECEAP Content Team, plan, conduct and evaluate staff training.
6. Support teaching staff in utilizing Curriculums to fidelity. Review lesson plans.
7. Ensure classrooms are fully stocked with supplies and materials at all times.
8. Regularly monitor child observations in Teaching Strategies GOLD to ensure compliance to standards and checkpoint timelines.
9. Ensure that EPIC's ECEAP classrooms are operating at a high level of quality at all times so that children's welfare, safety and school readiness are of primary focus.
10. Provide teaching staff with ongoing feedback, modeling, and coaching towards high quality teaching practices.
11. Provide and receive feedback utilizing principles of honesty, encouragement and respect.



12. Ensure that proper reporting procedures, tracking and documentation for Child Abuse and Neglect are followed as required by agency policy, state law and ECEAP requirements. This includes instances of unprofessional behavior, child abuse and neglect, failure to supervise and other policy violations involving staff.
13. Establish and maintain a positive, trusting, supportive relationship with teaching staff.
14. Effective communication, problem solving, planning, cooperation and follow through with teaching staff through frequent meetings, written communication and other means.
15. Work together with parents and teaching staff to foster positive self-identity in all children and families.
16. Provide training to all teaching staff related to ongoing child assessment and its connection to teaching and learning.
17. Assist teaching staff in finding solutions for issues and select strategies for the situations.
18. Be committed to characterizing a culture of safety within our sites/centers, playgrounds, buses and anywhere that children may be present. Be familiar with and encourage EPICs culture of "See Something, Say Something".
19. Perform classroom and other duties, as a priority, when needed.

Other Job Functions:

1. Articulate EPIC's mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
2. Adhere to the values that reflect the working culture at EPIC. Thus, honoring and modeling these values as you carry out your duties on a daily basis.
3. Communicate effectively by sharing concerns openly and honestly with appropriate staff members, observes confidentiality in all dealings related to program, staff and families.
4. Provide and maintain a safe, healthy, responsive and nurturing learning environment for all children by modeling professional behavior, open communication, embodying a culture of safety and utilizing effective conflict resolution skills.

Working Conditions/Physical/ Mental Abilities and Processes:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- 25% travel to and from site within geographic service area.
- Duties are performed primarily in an ECEAP classroom/office setting.
- Work requires long periods of sitting or standing.
- Work requires that you be able to walk, stoop, kneel, light lifting, speak, hear, see, and the ability to articulate clearly; use of hands to finger, bending and reaching.



- Ability to work with personal computer for long periods of time.
- Excellent people skills.
- Sound and mature judgment.
- Work positively in a team setting.
- Demonstrate creativity, hard work, and be willing to try new approaches.
- Proficiency in computers, including MS Word, and MS Excel.
- Excellent communication skills and attention to detail.
- Excellent organizational skills and ability to effectively manage workloads and meet deadlines.
- Ability to deal effectively and positively with staff, students and the public.
- Other duties as assigned.

Equipment Operated:

Personal computer, telephone, copy and fax machines

Conditions of Employment:

1. Prior to employment, complete pre-employment drug screen, health exam and a TB skin test be an EPIC Health Care provider at no cost to the employee.
2. Must pass initial and periodic background check through the Washington State Department of Children, Youth & Families (DCYF).
3. Provide proof of COVID vaccination.
4. Provide proof of MMR vaccination and/or resistance to Measles, Mumps & Rubella.
5. Current Food Handler card (obtain the training within thirty (30) days of employment).
6. Current First Aide/CPR cards, (obtain the training within thirty (30) days of employment).
7. Complete Child Abuse and Neglect, training and all other mandated training.
8. Executive Director Approval.

EPIC is proud to be an Equal Employment Opportunity Employer

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)



I understand the job responsibilities and qualifications required to perform in this capacity and I further verify that all of the information I submit to EPIC for consideration of employment is truthful and accurate, and I understand the conditions of employment as outlined above:

Signature

Print Name

Date

The statements contained in this job description are intended to describe the general nature and level of work required for this position at the time the job is posted. This is not intended to serve as an all-inclusive list. EPIC retains the right to add or change the duties on this position at any time.