



**CITY OF OAKLAND**  
invites applications for the position of:  
**Head Start Coach Coordinator**

**SALARY:** \$4,724.35 - \$5,800.97 Monthly  
\$56,692.20 - \$69,611.64 Annually

**OPENING DATE:** 11/06/17

**CLOSING DATE:** 11/17/17 11:59 PM

**THE POSITION:**

The City of Oakland is currently recruiting to fill one Head Start Coach Coordinator vacancy within the Human Services Department. Under direction, the Head Start Coach Coordinator position coaches and supports Early Childhood Center Directors and teaching staff in the Head Start/Early Head Start (HS/EHS) Program classrooms to increase the quality of teaching and child outcomes related to the program's school readiness goals, including mentor coaching; presents supportive and non-judgmental feedback using a consistent, systematic, and guided approach; engages teachers and promotes high-quality school readiness skills and family engagement; develops procedures and oversees implementation; trains, evaluates, and supervises assigned staff; and performs related duties as assigned.

The ideal candidate has extensive experience with and knowledge of research based tools to determine the quality of Early Childhood Education programs. Additionally, the ideal candidate has the ability to analyze data to improve the overall quality of the staff and program.

**This is a public contact position. Although no current vacancies require a specific language, the eligible list may be used to fill future vacancies that may require bilingual skills.**

**The eligibility list established from this recruitment may be used to fill other vacancies that occur within The City including full-time and permanent part-time positions, if applicable.**

#WORKOAKLAND See us on [Facebook](#)

**EXAMPLES OF DUTIES:**

- Work with all units (program services, continuous improvement, and education) and contracted services programs (partners and delegate) to assist in the development, implementation and ongoing assessment of quality child development and education practices leading to school readiness outcomes for all children.
- Mentor and coach Early Childhood Center Directors and teaching staff; develop strategies with Early Childhood Center Directors and other Coordinator staff to plan, organize, and deliver developmentally appropriate practices based on the individual and collective developmental abilities and potential of children; provide Early Childhood Center Directors with training and the capacity to foster coaching and mentoring relationships among teaching staff.
- Assess education staff to identify strengths and areas needed for support, consistent with federally mandated classroom evaluation systems.
- Observe interactions between Early Childhood Center Directors and teaching staff to assist in supporting the direction needed to successfully teach and implement the assigned curriculum and practices.
- Provide and/or facilitate expert information, evidence-based practice techniques, guidance, material, and training for teaching staff.
- Coach teaching staff in developing a system, which offers parents opportunities for enhancing their skills as the first and most valuable educator for their children.

- Provide support to center directors and teachers on the use of effective teaching practices that lead to high quality learning communities and an increase in CLASS scores.
- Develop individual coaching plans with specific goals in identified areas for growth, which are based on classroom and teacher observations.
- Review and assess coaching plans and progress with other coordinators and supervisory staff; propose improvements when indicated.
- Document coaching plans, progress goals, and follow up with written reports on results.
- Promote best practices in early childhood development based on Head Start Performance Standards, Head Start Birth to Five Early Learning Framework, Creative Curriculum, Environment Rating Scales (ECERS/ITERS), and other materials.
- Use reflective practices and additional strategies including modeling to promote positive outcomes for teaching staff.
- Provide training and workshops on relevant topics and/or plan strategies with Early Childhood Center Directors and other Coordinator staff based on monitoring and child outcomes data.
- Assist in identifying program design and revision of program options based on family and community needs.
- Assist with program budget preparation; recommend allocation of funds for necessary resources.
- Identify and report child abuse cases; provide for supportive services in such cases.
- Attend a variety of meetings, conferences, workshops, and training sessions.
- Supervise, train and evaluate assigned staff.
- Operate a motor vehicle in the performance of assigned duties.

### **MINIMUM REQUIREMENTS FOR APPLICATION:**

*Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.*

**Education:** A Bachelor's Degree in early childhood education or closely related field.

**Experience:** Two (2) years of progressively responsible coaching and mentoring work experience in the areas of adult learning and using assessment data to drive coaching strategies that align with program performance goals. Experience working in Head Start, Early Head Start or other early childhood programs is highly desirable.

### **LICENSE OR CERTIFICATE**

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

### **OTHER REQUIREMENTS**

Depending on nature of assignment, candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Standard policies and procedures for health and social service agencies including federal and state regulations related to Head Start and California Child Care Licensing.
- Research-based, coordinated coaching strategies.
- Federally mandated classroom evaluation systems such as Classroom Assessment Scoring System (CLASS).
- Principles of coaching adults including training, modeling, assessment, observation and monitoring, and evaluation of staff.
- Methods of reflective coaching.

- Data and records management.
- Basic budget principles.
- Basic principles of program planning and implementation.
- Report writing and report generation.
- Public contact and community relations.
- Principles of personnel management including supervision, training, monitoring, and evaluation of staff.
- Computer systems and related software applications, including automated systems and databases related to HS/EHS operations.

Ability to:

- Assess the performance of teaching staff regarding quality child development and education practices leading to school readiness outcomes for all children.
- Obtain reliable ratings in the federally mandated classroom evaluation systems such as Classroom Assessment Scoring System (CLASS).
- Implement research-based, coordinated coaching strategies.
- Perform program planning and carry out objectives.
- Work with diverse populations.
- Communicate effectively orally and in writing.
- Follow and adhere to Head Start Program Performance (HSPP) Standards; maintain compliance with program requirements.
- Write reports of a technical or evaluative nature, using available metrics and observation data to help inform program goals and provide high quality outcomes for all teaching staff in the area of classroom instruction and HSPP standards.
- Draft and revise operating procedures.
- Maintain confidential records.
- Assist with program budget planning.
- Train, mentor, and assess staff's adaptation to recommended changes.
- Train, supervise, and evaluate staff.
- Utilize computers and software applications, including automated systems and databases.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**SUPPLEMENTAL INFORMATION:**

**The Selection Process**

Stage I: The first stage in the selection process will consist of a review of each applicant's employment application and supplemental questionnaire for minimum qualifications (weighted pass/fail). Applications submitted without all required materials will not be given further consideration.

Stage II: The second stage may consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency and/or veteran points) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of an oral examination that may be preceded by a brief written exercise (weighted 100%) and that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening OR the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

### How to Apply

Apply prior to the closing time of the job announcement and allow at least an hour to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at: <http://agency.governmentjobs.com/oaklandca/default.cfm>

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.).

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact the Help Desk at (877) 204-4442.

You may also call the City of Oakland Human Resources Management Department during regular business hours at (510) 238-3112 for information.

### Date of Examination:

To Be Announced

### The City of Oakland is an EEO/ADA Employer.

#### ADVISORIES

**Immigration and Reform Control Act:** In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

**Exam Access Accommodation:** In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-3254.

The City of Oakland is an EEO/ADA Employer.

<http://www2.oaklandnet.com/Government/o/HumanResources/index.htm>

150 Frank H. Ogawa Plaza - 2nd Floor  
Oakland, CA 94612  
(510) 238-3112

Position #17-SC159-11  
HEAD START COACH COORDINATOR  
AD

### Head Start Coach Coordinator Supplemental Questionnaire

- \* 1. Be sure to answer the supplemental questions thoroughly and accurately. Applicants are responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions may determine your application status and/or rank on an eligible list. I have read and understand the statement above concerning submission of supplemental responses.

Yes  No

- \* 2. Describe your experience providing Early Childhood Education coaching, mentoring, and support to early childhood classrooms, teachers, and settings (including infant/toddler settings, state child development programs, and Head Start/Early Head Start).

- \* 3. What experience and skills do you have utilizing various research based tools and resources to determine quality Early Childhood Education practices (eg. CLASS, ITERS, ECERS, curriculum)?
  
- \* 4. What is your knowledge of and work experience with data and records management? Include in your response any data systems you have worked with and your role.
  
- \* 5. What strategies would you utilize to increase the quality of teacher interactions and practices?
  
- \* Required Question