



**Early Care and Education (ECE) Coach
Early Childhood Partnership of Adams County (ECPAC)**

Job Title: Early Care and Education (ECE) Quality Improvement Coach
Reports To: Director of Early Learning
FLSA Status: Salary – Non-Exempt
Hours expected: 1.0 FTE
Hiring Range: 49,500 - \$58,000
The salary offered will be based on the applicant's ability to meet requirements and preference listed below.

Benefits include: Employee Life, Health, Dental, and Disability Insurance as established annually and Sick Leave, Vacation Leave, Wellness Leave, and Holidays as established annually through Personnel Policies. Contribution to SIMPLE IRA. Contributions to family health and dental are available.

The Early Childhood Partnership of Adams County (ECPAC) welcomes your interest in our Early Care and Education Coach. We **strongly encourage** people from Adams County who identify as a member of any marginalized community to apply. ECPAC strives to meet the needs of our employees and community members in all areas related to diversity, equity, inclusion, belonging, and accessibility.

POSITION SUMMARY:

The ECPAC ECE Quality Improvement Coach is a self-motivated, passionate professional who provides coaching, using best practices, to assigned local licensed early care and education (ECE) programs in Adams County to support programs in engaging with and making improvements in quality through the Colorado Shines Quality Rating and Improvement System and other early learning initiatives. This position requires a strong vision of and commitment to ensuring children in Adams County attend high quality early learning settings and that families have access to information about high quality care and that ECE professionals are well-supported. In addition, this position requires the ability to work collaboratively and efficiently with a diverse coalition of early childhood care & education providers, school districts, and other support staff such as Quality Improvement Navigator, Career Navigator, Professional Development Coordinator, Family Childcare Navigator, Early Childhood Mental Health Consultants and Early Head Start Specialists as well as with Family Support Specialists as needed.

QUALIFICATIONS:

- At least 3 years of experience in the provision of early care and education services
- Ability to work effectively with groups and individuals that represent a variety of needs, abilities, socioeconomic backgrounds, educational and early childhood philosophies
- Working knowledge of the Colorado Shines Quality Rating and Improvement System (QRIS), including the use of ERS-3 tools and the Professional Development Information System (PDIS); **strong ability** to navigate technology/on-line systems and support others in doing so.
- High level working knowledge of computer technology, including Microsoft Office.
- Either have completed, working towards, or willing to begin working towards Colorado Coaching Credential (credentialed w/in 6 months of being hired).
- Excellent oral and written communication, interpersonal and time-management skills. Ability to facilitate small and large group meeting and provide presentations is required.
- Strong organizational skills and ability to multi-task

RESPONSIBILITIES:

- Build and maintain strong collaborative relationships with ECE programs (centers and family childcare homes) to set and attain quality improvement goals.
- Offer individualized support and monitor progress for those providers who are actively working on Level 2-5 requirements, including technology support for participation in the Professional Development Information System (PDIS) and the Colorado Shines system. Follow coaching standards and competencies.
- Maintain training in the relevant tools.
- Provide support to providers in the completion of their Quality Improvement Plan and accessing grant resources.
- Support ECE providers in utilizing quality improvement funds in ways that best support their program with learning materials and professional development.

- Facilitate the development of high-quality interactions between teachers and children to enrich learning and development.
- Inspire confidence in teachers and directors through collaborative problem-solving and skill-building.
- Encourage teachers and directors to utilize their skills and knowledge to make their own meaningful decisions and best practices.
- Support Director of Early Learning with monitoring grant resource usage and data collection.
- Support evaluation efforts for accountability to funders and our community.
- Provide information to and help providers connect to available community resources to support their program and business.
- Communicate and consult with ECPAC's Family Childcare Home (FCCH) Navigators, Career Navigator, Professional Development Coordinator, Quality Improvement Navigator, Early Head Start Specialists, Early Childhood Mental Health Consultants, and Family Support Specialists as needed. This also includes communicating with the Colorado Department of Early Childhood, as needed.
- Other duties as assigned by the ECPAC Director of Early Learning.

PREFERRED QUALIFICATIONS – NOT REQUIRED

Preference may be given to candidates with the following qualifications:

- Completed early childhood coursework;
- Bilingual

ADDITIONAL REQUIREMENTS:

- All applicants must have a valid driver's license and vehicle insurance, as local travel of approximately 100-150 miles per month is expected and a mileage reimbursement is provided.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Ability to work in multiple settings with multiple organizations
- Use computer for periods of time up to two hours
- Ability to stand and walk on hard surfaces for periods of time up to three hours
- Ability to lift/push/pull/carry various objects of 30 -40 pounds
- Ability to reach to shoulder level and above
- Ability to bend at the hips and knees
- Drive various distances in all types of weather conditions - travel is expected at about 100-150 miles per month
- Ability to work evenings and weekends on occasion

TO APPLY: Please submit a cover letter and current resume to careers@ecpac.org.

Additional Information: ECPAC participates in E-Verify and will provide the federal government with your Form I-9 information to confirm you are authorized to work in the U.S. ECPAC will only use E-Verify once you have accepted a job offer and completed the Form I-9. ECPAC will not discriminate based upon race, color, religion, sex, sexual orientation, gender identity, or national origin and abides by affirmative action to ensure equality of opportunity in all aspects of employment. Applicants are protected from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Qualified individuals with disabilities are protected from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification referral, and other aspects of employment. ECPAC will take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment. ECPAC abides by affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans, active-duty wartime or campaign badge veterans, or Armed Forces service medal veterans. ECPAC strives to have a diverse staff that represents the community we work with. We strongly encourage people from Adams County who identify as a person representative of the diverse races and cultures to apply.

The Early Childhood Partnership of Adams County (ECPAC), a 501(c)(3) founded in 2004, is the official Early Childhood Council serving **Adams County**. Our mission is to build a community where *every young child and their family can reach their full potential*. Through legislation, ECPAC is charged to enhance the system serving young children by improving **equitable access** to affordable, high-quality services in early learning, health/mental health, and family support and education. ECPAC serves Adams County children and families through two main strategies: 1) leading and engaging in partnership-driven policy and systems change, and 2) providing direct services to support early learning programs (through quality improvement coaching, early childhood mental health consultation, and now career navigation) and families (through care navigation/classes).