



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Quality Coach
Department: Early Learning | Child Care Resource & Referral
Location: TBD
Reports To: School Improvement Coordinator
FLSA Status: Non Exempt
Bargaining Unit: Classified, OSEA
Compensation: Classified Salary Schedule, Range P
Work Days: 220

Prepared Date: 3/2024

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

The Quality Coach supports participating child care programs to implement quality standards and provide individual coaching for programs to achieve a Spark star rating (Oregon State Quality Rating and Improvement System for child care providers); collaborates with the Early Learning Hub to develop outreach strategies for recruiting providers in alignment with the regional Early Care and Education Sector Plan; will facilitate networks of child providers; assists in recruitment, coaching, and mentoring of child care providers and early childhood educators; supports in building inclusive early childhood environments; and addresses professional development, parent communication, business/ marketing skills, and state child care regulations.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's degree in early childhood education, a related field with early childhood coursework, preferred; or a Step 10 or above on the Oregon Registry Online
2. Minimum of two (2) years of direct service in Early Childhood, with a specific focus (age group, program type or other aspect of the early childhood industry) on preschool
3. At least two (2) years of experience providing technical assistance and training to early childhood programs, including conducting classroom observations and/or home visits
4. Bilingual Spanish/English, preferred

KNOWLEDGE, SKILLS, and ABILITIES:

1. Ability to communicate effectively, both verbally and in writing
2. Excellent presentation skills, including development and delivery of trainings

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Provide job-embedded professional learning and technical assistance to Early Care and Education Professionals providers in alignment with Spark (Oregon's Quality Rating and Improvement System) standards and Oregon's Core Knowledge Categories for professional learning.
- B. Manage Focused Child Care Networks of Early Care and Education Professionals, operating under the guidelines and expectations established by the Early Learning Division.
- C. Provide reflective, practice-based coaching to Early Care and Education Professionals, including one-on-one coaching sessions with early educators and instructional leaders.
- D. Participate in inclusion discussions and planning for zero tolerance for expulsion and suspension in the Early Learning system and provides inclusion coaching to Early Care and Education Professionals, and instructional leaders.
- E. Assess the quality of environments and teaching practices on a quarterly basis and revise coaching goals as necessary.
- F. Support Early Care and Education Professionals to create Professional Development Plans that contribute reflective practice, continuous quality improvement, and help facilitate positive child-level outcomes.
- G. Coordinate training and educational opportunities for Early Care and Education Professionals, utilizing the Essential Fellowship training and tools as appropriate.
- H. Collaborate with other regional Child Care Resource & Referral (CCR&R) grantees and the Early Learning Division to support the development and implementation of a statewide business conference for Early Care and Education Professionals.
- I. Collaborate with the Early Learning Hub and other community partners in efforts to recruit and retain Early Care and Education Professionals and Early Learning programs, including provide targeted support to providers who are new to the field.
- J. Assist in the development of CCR&R's quarterly and annual training plans; assists in the development of provider newsletter and recruitment materials.

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRES D Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds



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- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRES D patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.



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Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required.

Required Physical Demands of Essential Functions and Responsibilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.



Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.