

Effective Date: Jan 2019

Position: Pyramid Coach

FTE: 40 hours per week (1.0 FTE)

Pyramid Model Coach

I. Program Development and Implementation

- A. Support the Stars Quality System:
 - Deliver pyramid model training
 - Conduct TPOT and TPTOES assessments
 - Deliver Coaching services to STARS facilities
 - Communicate consistently and effectively with the Early Childhood Services Bureau program specialists for the STARS to Quality Program.
 - Work with the State Coordinator (housed within the Early Childhood Project) to develop a coordinated system for delivery of coaching services.
 - Communicate with the STARS Consultant as part of the success support of the STARS program.
 - Promote STARS including recruiting interested providers into the program
 - Complete training as required by the ECSB with the timeframe set forth by ECSB.
- B. Maintain departmental records.
- C. Available to deliver work around Inclusion
- D. Maintain client confidentiality within the limits of mandated abuse and neglect reporting requirements and the need to also report serious regulatory violations to DPHHS Quality Assurance.
- E. Participate in training activities for parents, providers, community members and agency staff as requested.
- F. Contribute to coordinated agency activities as requested by Assistant Director or Executive Director.
- G. Perform other duties as directed by the Assistant Director or Executive Director to fulfill agency mission and responsibilities.

II. Reporting Activities

- A. Gather statistics on training, technical assistance and STARS activities and submit them monthly to the Supervisor.
- B. Provide informal report of activities to Supervisor or Executive Director as needed.

III. Outreach Activities

- A. Maintain contact with local or state agencies or programs as needed.
- B. Participate in agency fundraising, public awareness and advocacy activities as requested by Assistant Director or Executive Director.
- C. Maintain regular contact with state and local child and family advocates as needed or requested by Assistant Director or the Executive Director.

IV. General Work Responsibilities

- A. Comply with CCR Employee Handbook and Fiscal Policies.
- B. Comply with NAEYC Code of Ethics and Supplemental Code of Ethics available on the web site.
- C. Complete assigned work in a timely manner.
- D. Submit completed time sheets on the 15th and the last day of the month and submit leave requests well in advance of anticipated need.
- E. Assist with coverage for Provider Services
- F. Behave as a courteous and responsible agency representative in interactions with other staff, professional associates, customers and the community at large.

- G. Promote agency and its mission to community members, potential donors, clients and policy makers.
 - H. Participate in agency fundraising, public awareness and advocacy activities as requested by Assistant Director or Executive Director.
- V. Minimum Requirements**
- A. Must be at a minimum of Level 6 on the Practitioner Registry/Career Path.
 - B. Must have a minimum of three years of experience teaching in an early childhood program.
 - C. Have a minimum of one year of leadership experience.
 - D. STARS to Quality coaches are subject to the Best Beginnings STARS to Quality *STARS Coach Qualifications* and the *Montana Core Competencies and Self-assessment Checklist*.
 - E. Experience with Windows and MS Office required. PowerPoint preferred.
 - F. Strong record of written & oral communication and organizational skills.