



## **JOB DESCRIPTION**

### **Job Posting – Anna Waters Head Start**

**Position: Teaching Coach**

**Supervisor: Education Manager**

**SUMMARY:** Under the supervision of the Education Manager, the Mentor Coach shall be responsible for ensuring successful implementation of the pre-school curriculum, plans, and procedures to promote developmentally appropriate practices, sound program approaches to delivery of services, and to impart culturally and linguistically appropriate beliefs. This position will provide coaching and support strategies to classroom teaching teams and will also monitor, analyze and evaluate program systems and procedures, make and coordinate appropriate changes.

**QUALIFICATIONS:** Must possess a baccalaureate or advanced degree in Early Childhood Education or related field.

**OTHER:**

1. Relates well with children, parents and staff.
2. Knowledge of the program and how it operates and/or willingness to learn.
3. Must be CLASS (Classroom Assessment Scoring system) certified or willing to obtain reliability.
4. Must have a car, current driver license, and must show proof of insurance required by the State of Illinois.
5. Must be Director qualified according to DCFS regulations.

**TO APPLY:** Submit an application online at [www.dmcoc.org/hiring](http://www.dmcoc.org/hiring), via email to [tmurray@smcoc.org](mailto:tmurray@smcoc.org) or in-person at the DMCOC office. An application is considered complete if it includes the following: Resume, Cover Letter and Completed Application. *All potential employees must pass all criminal background checks.*

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