

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.**

**POSITION:** Professional Development Coach  
**LOCATION:** Malvern Operations Head Start Office  
**HOURS:** 8:00am - 4:30pm – FULL TIME

**APPLICATION DEADLINE:** Until Filled – TO BE FILLED AS SOON AS POSSIBLE

**SALARY:** \$ 21.04 per Hour

**JOB DUTIES:** Work with teachers to promote classroom planning and implementation of learning experiences, evaluate teacher/child interaction, provide staff orientation/mentoring and ensure compliance in areas of professional development and qualifications.

Monitor all CADC EHS/HS/ABC employee professional development training hours on a on-going basis and ensure that requirements are met. Coach and mentor all employees regarding professional development in CADC EHS/HS/ABC.

Work individually with teachers to ensure planning and implementation of learning experiences to better prepare children for kindergarten. Implement Practice Based Coaching with teachers and provide mentorship and assistance as needed.

Assist as a CLASS reliable observer – to observe in HS classrooms in the fall and spring to evaluate teacher/child interaction and develop plans and goals for the teacher.

Model and assist with Conscious Discipline and other best practices in the classroom. This will also include assisting teachers when a child with challenging behaviors needs additional materials and props for managing the behavior.

Training and Professional Development – ensuring the required numbers of training hours are obtained by each staff member and professional development recommendations are met. Schedule training events.

New teacher orientation training and provide on-site shadowing for new teachers to provide on the job training.

Tracking background checks and physicals.

Maintain confidentiality while maintaining required records. Prepare required reports, assuring accuracy

Attend and or facilitate required staff meetings, trainings, and conferences.

Keep up-to-date and knowledgeable of programmatic issues while ensuring compliance with all applicable laws, regulations, funding requirements, assurances, policies and procedures.

Follow guidance and direction from the management, implement with fidelity all Head Start Program Performance Standards, Arkansas Better Chance Regulations and Requirements, as well as Arkansas Minimum Licensing Requirements for Child Care Centers in order to ensure program compliance and quality.

Ensure that the adopted curriculum and supplemental curricula are followed and implemented with fidelity in all EHS/HS/ABC classrooms. Monitor the education staff to ensure that the observations of children are documented in order to ensure the fidelity of the input of child assessment data to make certain that classroom outcome data is accurate.

Other duties as assigned.

**EDUCATION REQUIREMENTS:** Bachelor's Degree in Early Childhood Education. However, other levels of education will be considered with related experience and/or training. One to two years related experience and/or training; or equivalent combination of education, training, and experience preferred. Experience working in Early Childhood Education field is a plus.

**EXPERIENCE NEEDED:** Must have excellent computer and oral/written communication skills, the ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment. This position requires travel to provide assistance over the agency's 5-county service area and willing to attend individual or group training sessions on the local, state or national level.

**OTHER REQUIREMENTS:** Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 25 lbs. and occasionally up to 50 lbs.

**“EQUAL OPPORTUNITY EMPLOYER”**  
Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-321-1121