THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE73511584	DATE POSTED:	03/14/16
POSITION NO:	243028	CLOSING DATE:	03/25/16
POSITION TITLE:	Head Start School Readiness Coach		
DEPARTMENT NAME / WORKSITE:	Navajo Head Start - Fort Defiance, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☐		GRADE/STEP:	AD66A
WORK HOURS:	40 hrs/Week	PART TIME:	☐	NO. OF HRS./WK.:	$ 42,380.80	PER ANNUM
		SEASONAL:	☑	DURATION :	$ 24.08	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Works as part of the education content area team and is responsible for the education and early childhood developmental services as mandated by the Head Start Performance Standards; mentors, coaches and/or assists teaching staff in the development, implementation and ongoing assessment of quality child development and education practices leading to school readiness outcomes for all children; mentors and coaches teaching staff in the planning, organization and delivery of developmentally appropriate practices based on the individual and collective developmental abilities and potential of children; coaches teaching staff in observing children, developing procedures and skills required to gather aggregate and analyze data for informing teaching, curriculum implementation reports for parents, staff development and training and program improvement; conducts CLASS observations; provides and/or facilitates expert information, evidence-based practice techniques, guidance, material and training for teaching staff; ensures teaching staff request for specials needs/mental heal observations for child/families; coaches teaching staff in developing a system which offers parents opportunities for enhancing their skills as the first and most valuable educator for their children; supports early head start to head start and head start to kindergarten transition strategies to promote continuity of services and parent involvement; leads team meetings to facilitate collaborative, consistent and appropriate planning for the needs of children and their families; participates in case conferences; ensures service coordination; maintains confidentiality of all personnel information, child and family records, related communication, meetings and report; prepares required reports; plans and conducts research, surveys and related activities of Navajo education programs, services and school systems; attends educational conferences, seminars and in-service training to maintain current understanding of child development and best practices.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Early Childhood Education, Education or related field; and three (3) years of classroom experience teaching.

Preferred Qualifications:

- A Master's degree in Curriculum & Instruction, Education Leadership or related field with coursework in early childhood education.
- One (1) year of administrative and/or training experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of: Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities; advanced educational concepts, principles, theories and applications; early development of children from prenatal through age 6, in all domains represented on the Head Start Child Development and Early Learning Framework; early childhood assessment tools and educational activities based on current and relevant research; health and safety practices applicable to the age of children to be served. Skill in: applying principles and modeling current early childhood developmentally appropriate practices; working with parents and teachers to develop individually and developmentally appropriate programs for children; exercising professional judgment; the use of technology to effectively manage data and information.

Incumbent must abide by program standards of conduct.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.