

Organization: **Youth & Family Services (YFS)**
Department: **Child Development Center (CDC)**

Position: **Early Head Start Coach**
Status: **Full-Time**
Reports to: **Child Development Center Director**
Location: **Rapid City, SD**

Work Schedule:

Work Days: Monday through Friday
Hours/Week: 40
Work schedule may vary dependent upon program needs.

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](#).

Minimum Qualifications: Bachelor's degree in early childhood education, or early childhood education/special education endorsement/certificate, or degree in related field with Child Development Associate (CDA) credential preferred. Maintain current credentials and certifications. Experience or formal training in working with children and low-income families. Knowledge and experience in the field of Head Start/Early Head Start and early childhood development. Computer competency. Ability to provide leadership, communicate effectively verbally and in writing, and to understand issues of working with a variety of cultural, economic, and social groups. Ability to communicate and cooperate with other staff, persons of all socio-economic levels, and diverse populations effectively and tactfully. Maintain confidentiality as it relates to information about children, families, and other staff members. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Must meet SD Child Care Licensing Regulations if required for position. Ability and willingness to meet travel needs of the position, including out-of-area and out-of-state travel. Personal vehicle with current liability insurance and a valid driver's license required.

Essential Functions:

- Establish and maintain a collaborative partnership with direct service staff.
- Maintain intensive and non-intensive coaching case load based on levels of coaching.
- Familiarity with Head Start (HS) curriculum and assessments.
- Collaborate on the creation and implementation of intentional teaching strategies for classroom success.
- Ensure that appropriate procedures are used for on-going observations, documentation, assessments, and evaluations.
- Obtain and maintain CLASS reliability and provide appropriate support to the program coordinators.
- Obtain ITERS/ECERS/HOVRS training and ensure that they are being implemented within the classrooms/home visits.
- Provide training to help staff develop knowledge, understanding, skills and experience in CLASS, ITERS, ECERS, DAP, HOVRS, and home-based practice.
- Maintain accurate records for each coachee, data entry, and appropriate documents.
- Understand and implement child care licensing standards, HS Performance Standards, and other applicable federal, state, and local regulations.
- Prepare reports and attend meetings and training as requested by the program director.

- Follow YFS' Discipline Policy and Behavior Management Guidelines.

Additional Functions:

- Study and research new developments in the field in order to ensure high quality, responsive, and effective teaching practices.
- Work with YFS programs and departments to ensure coordination, continuity, quality, appropriate standardization, and effective use of resources.
- Assist in all assigned grant activities including, but not limited to, in-kind and United Way.
- Assist with parent activities, Parent Association, and Policy Council.
- Perform additional duties as assigned by the program director.

Environmental Functions: Ability to lift up to 50 pounds and to meet physical requirements of position.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!