

## **Literacy Coach for Pinellas Head Start**

**General Description:** The Literacy Coach provides on-site coaching, assistance and ongoing professional development to Head Start teachers and teacher assistants, including training and mentoring in the use of materials, assessment strategies, and best practices to generate improvement in reading/literacy instruction and student achievement. Assists and/or develops and updates classroom programs and procedures for the instructional outcomes and curriculum implementation. Supports staff professional development through trainings designed to enhance the use of evidence-based teaching practices. May also provide training to parents on literacy. Participates in the HS/EHS Quality Assurance efforts.

### **Essential Functions:**

Provides initial and ongoing training and technical assistance to identified Head Start staff regarding literacy, policies, procedures, curriculum, digital library and other topics as requested or assigned to ensure the uniform delivery of quality services.

In collaboration with the Early Childhood Education (ECE) Supervisors, Mentor Coaches and field staff, assists in developing and evaluating program goals and objectives.

Designs and implements staff trainings to address continuous improvement in child readiness outcomes based on data collected from classrooms and to ensure comprehensive programming.

Provides input and recommendations on staff performance to Center Directors/Site Managers, ECE Supervisors and Director of Education for performance appraisal and corrective action purposes.

Facilitates and coordinates meetings and trainings as assigned or in coordination with the ECE Supervisor and VPK/School Readiness Coordinator.

Interprets and applies written program policies, procedures, rules, and regulations.

Completes monthly monitoring reports for assigned sites and submits as prescribed.

Submits written monthly work activities and reports to Director of Education.

Develops and maintains schedules for on-site visitations.

Attends all workshops and meetings as deemed necessary by the Director.

Attends all required staff and parent meetings and activities.

Maintains strict confidentiality with respect to HS/EHS children, families and staff in accordance with established policies and procedures.

Performs other related duties as assigned.

**Education:** Baccalaureate degree or higher from an accredited college or university with a major in Early Childhood Education, a Social or Behavioral Science or Education, which included at least 18 semester hours in Early Childhood Education; **and**

A Certificate of Completion of an approved 10 hour Developmentally Appropriate Practices for Pre-Schoolers or Infant/Toddlers Course; **and**

A Certificate of Completion of a 30 hour Introductory Child Care Training Course or certificates of completion totaling 30 hours, which includes the following courses: 6 hours Child Growth and Development; 6 hours Behavioral Observation & Screening; 8 hours Health, Safety & Nutrition; 4 hours Identifying and Reporting Child Abuse and Neglect; and 6 hours Child Care Facility Rules and Regulations; **and**

A Certificate of Completion of an approved 10 hour Special Needs Course; and a State of Florida Child Care and Education Program Director Credential or eligible to obtain credential; and Possession of a valid Florida Driver License. Must be 21 years of age.

**Experience:**

Two years of experience in teaching pre-school or kindergarten age. Some experience in financial management and budgeting preferred. Previous Head Start/Early Head Start and/or Early Literacy background and experience preferred.

Also required: Certification in First Aid and CPR within six months of the date assigned to this position; and successful completion of a Level II background screening, local criminal record check and drug screening prior to hiring. Bilingual preferred: English/Spanish or English and other languages present in the local area

**Knowledge, Skills and Abilities:**

Knowledge of child development and current research based pedagogy, curriculum resources, appropriate classroom management techniques for preschool classrooms and reflective practice mentor/coaching strategies;

Knowledge of HS/EHS performance standards.

Knowledge of local customs, cultures, languages and resources helpful.

Knowledge of adult learning techniques.

Computer skills to produce and interpret graphs, charts, spreadsheets and other mathematical reports.

Ability to define problems, collect data, establish facts, and draw valid conclusions; make recommendations and develop implementation strategies.

Ability to communicate effectively verbally and in writing.

Ability to interpret agency, federal and state laws pertaining to the program.

Ability to speak before groups of individuals and to lead employees and volunteers.

Ability to plan and direct activities to write goals and objectives.

Ability to utilize agency resources and technology to appropriately answer questions and provides guidance to staff and parents.

Ability to train and provide presentations to large and small groups.

Ability to collaborate with and have working knowledge of local community resources.

Ability to work independently as well as in a team environment.

Sustained concentration and attention to detail and accuracy.

Ability to prioritize and manage work load and deadlines.

Excellent diagnostic and problem solving skills.

Demonstrated competence in ECE instructional methodologies; experience working in a multi-cultural setting;

Ability to speak and write effectively;

Ability to observe, document and analyze data to support recommendations for goals, objectives, and additional training for classroom teachers and assistants;

Ability to establish and maintain harmonious relationships with children and parents, and the ability to travel to assigned classrooms;

Exceptional organization skills and attention to detail are required and the candidate must be able to meet designated deadlines.

**Lutheran Services Florida Children & Head Start Services**

**2210 Tall Pines Drive Largo, FL 33771**

**EOE/DRUG-FREE WORKPLACE**

### **About Lutheran Services Florida Children & Head Start Services:**

Lutheran Services Florida (LSF) is an organization that is guided by big ideas and these guiding principles create an imperative to serve that compels LSF to build on organizational strengths, overcome weaknesses and create effective programs in response to human suffering and need. The mission, values, vision and ends policies guide the work of LSF. These guiding principles also shape the advocacy and promotion efforts of the organization, which focus on the needs of the vulnerable, overcoming barriers to service and positioning LSF to effectively respond to opportunities.

The LSF business model responds to a rapidly changing service landscape with an aggressive growth strategy. That growth is predicated on methodical pursuit of entrepreneurial opportunities and the maintenance of a new program "pipeline." LSF provides value by developing and competently deploying efficient organizational structures; effective operating policies and procedures; accountable management systems and processes; and expertise in the form of personnel, strategic alliances or purchased services.

We have over 60 Programs throughout Florida, an operating budget of over \$210 million dollars and 1,400 employees. Our Head Start Programs are in multiple counties throughout Florida providing multiple program options including center base, family childcare, home base, pregnant mothers, infants and toddlers.

**MISSION:** Lutheran Services Florida serves to bring Gods healing, hope and help to people in need in the name of Jesus Christ.

**VISION:** LSF sees itself and its employees as called and committed servants of Christ by serving the needy, the frail, and the powerless with integrity, faith, love and kindness in order to change lives, restore dignity, work for justice and bring healing, hope and help.

LSF is a leader in the State of Florida in providing human services.

**VALUES:** We derive our basic values from a Biblical understanding of loving creative and redemptive activity in Christ Jesus.

We seek partnerships with congregations to serve people in need.

We recognize that no one agency or group can be fully effective when working alone; and we therefore seek relationships with other faith-based organizations and/or community-based organizations with similar missions.

We do not discriminate in the provision of services.

We do not discriminate in hiring; we seek staff members who are culturally competent and committed to serving others.

We intentionally seek former clients capable of joining our staff, and we encourage promotion from within.

We believe that our success should be evaluated by our abilities to serve those in need and change their lives for the better.

We want employees that love serving our families. LSF: Love, Service, Faith.

Company website: <http://www.lsfnet.org>

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