

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Early Childhood Specialist – Montana Pyramid Model Coach
WHO MAY APPLY: All Qualified Individuals
WORKSITE: 7 North 31st Street
RATE: 16.11 – 17.41 DOE
HOURS: 40 hours per week
STATUS: Full-Time Regular
DUTIES: See Job Description
OPENING DATE: Immediately
CLOSING DATE: Until filled
WORK SCHEDULE: To Be Established By Supervisor
HOW TO APPLY: Submit Completed HRDC Application Form With Current Resume to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

Job Summary

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Functional Title:	Early Childhood Specialist - Montana Pyramid Model Coach
Program:	Child Care Program
Supervisor:	Program Director
Subordinates:	No
Status:	Non-exempt

Job Description

Under the supervision of the Program Director and in accordance with the direction and mission of District 7 HRDC, the Early Childhood Specialist - Montana Pyramid Model Coach may only work in this capacity. Coaches may provide training on the Pyramid Model courses and/or other courses designed to address social, emotional and environmental domains. Coaching is defined as a partnership within a STARS to Quality Early Childhood Education (ECE) program that supports programs and individuals to reflect on current knowledge and practices in order to promote continuous quality improvement using a practice based approach.

Description of the Organization

Through its mission, HRDC empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Carter, Custer, Fallon, Golden Valley, Musselshell, Powder River, Rosebud, Stillwater, Sweet Grass, Treasure, Wheatland, and Yellowstone Counties. All HRDC activities focus on 6 national goals: Self-sufficiency, community revitalization, community ownership and pride, partnerships among supporters and service providers, agencies increase their capacity, and strengthen Families and Communities. Information about our agency Today, District 7, HRDC delivers a myriad of programs and supportive services which encourages self and the services we offer can be found at: www.hrdc7.org

Essential Duties

- Facilitate development of goals in order to address needs and gain new knowledge and skills.
- Work with the State Coordinator to develop a coordinated system for delivery of coaching services.
- Determine success, in part, by quality improvement through social, emotional assessments such as Teaching Pyramid Observation Tool (TPOT) and The Pyramid Infant Toddler Observation Scales (TPITOS).
- Actively participate in developing a coaching system for ECE programs and work toward full implementation of the Montana Pyramid Model.
- Coordinate Montana Pyramid Model trainings and evaluate child care providers.
- Incorporate NAEYC Code of Ethical Conduct and Montana's Early Learning Standards into trainings and services to providers.

- Assist in the development and delivery of early childhood related trainings for child care providers and parents.
- Determine and provide trainings and/or technical assistance to caregivers based on a strengths based model.
- Support providers with professional development planning.
- Recruits and educates caregivers to become registered providers and to participate in the early childhood training programs, meeting contractual requirements.
- Participate in staff meetings, team building, technical training, and 1:1 supervision meetings.
- STARS Training including but not limited to:
 - Program Administration Scale and Business Administration Scale
 - Family Child Care Environmental Rating Scale
 - Early Child Care Environmental Rating Scale
 - Infant Toddler Environmental Rating Scale
- New Coach Training and STARS Application Site Training
- Montana Pyramid Model
- Participate in Meetings, Conferences, and Trainings requested by the agency and Early Childhood Services Bureau.
- Network with Child Care Licensing and other community agencies to access available resources.
- Assist with Child Care Department Events.
- Represent HRDC's Child Care Program at community meetings and events.
- Notify providers and program staff of professional development opportunities in the service region.
- Attend job fairs to disseminate information.
- Develop and distribute Welcome Packets to New Providers

Other Skills and Abilities:

Strong communication skills.

Ability to work with disadvantaged populations.

Minimum Qualifications:

Annual Criminal Background checks and Child Protective Services checks are required.

Education and Experience:

Bachelor's Degree in Early Childhood Education/Child Development or Bachelor's Degree in a related field and education with 20 credits in Early Childhood Education, 300 hours supervised teaching experience, and minimum of 1000 hours working in an Early Childhood setting. These qualifications are aligned with the Montana Career Path at the Montana Early Childhood Project. Must have a minimum of three years of experience teaching in an early childhood program. Minimum of one year leadership experience.

License and Certifications:

Must possess a valid Montana Driver’s License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT:

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature Date

Supervisor Signature: _____ Date: _____