Universal Pre-Kindergarten (UPK) Family Engagement Coach

Job Summary
Under the supervision of the Associate Director of UPK, the UPK Family Engagement Coach will work directly with UPK programs to support positive family engagement policies and practices consistent with the UPK Family Engagement Strategy. The UPK Family Engagement Coach will observe classroom and program practices related to family engagement, support the implementation of the National Network of Partnership Schools (NNPS) Family Engagement Framework, Family Centered Preschool, Ready Rosie, the 2 Generation Approach as described by Invest in Children, and act as an ongoing resource to support program staff and families.

Duties:
- Plan and implement technical assistance visits, telephone calls, and other encounters to childcare settings for the purpose of informing and working in cooperation with childcare practitioners to raise the level of quality within individual settings that care for children.
- Assist with and/or conduct ongoing staff training, mentoring, and coaching to the staff at selected UPK sites on the NNPS model, Family Centered Preschool, the 2 Gen Approach, and other similar topics.
- Enter summaries of technical assistance encounters into the database system.
- Maintain accurate records to document job activities as required.
- Produce written reports in an accurate and timely fashion.
- Work closely with other key staff members of the UPK Program including the Regional Resource Coordinators to ensure program continuity and success.
- Prepares for and attends all required meetings. Attends related, approved workshops, seminars, and conferences. Participates in ongoing training on family engagement to improve skill level.
- Perform duties in a manner consistent with supporting the Universal Pre-K contract deliverables.
- Monitor ChildPlus Family Engagement data and Ready Rosie data to ensure accuracy and usage by UPK site staff.
- Regularly report program status and make recommendations to the Associate Director of UPK in the form of monthly reports and other communications as directed.
- Must complete 10 clock hours of professional development appropriate to the position annually.
- Will perform other duties assigned by agency.

Qualifications:
- The successful applicant should possess a minimum of a Bachelor’s degree in early childhood education or a related field and three years of experience in performing similar duties as described above. The applicant should have a working knowledge of family support principles and practices and familiarity with family support models and approaches.
- Must have computer skills, including proficiency in MS Office (Word, Excel, Outlook, and PowerPoint) and the ability to use cloud-based databases, or be a quick study thereof.
- Must demonstrate the ability to communicate and work effectively with a diverse range of people and formal organizations. Must understand the difference between confidentiality and privileged communication and the strengths and limits of both. Must have the ability to build effective relationships and consensus through effective collaboration. Must demonstrate initiative and ability to think in an interdisciplinary team.
- Excellent writing, communication, and interpersonal skills are a must as well as the demonstrated ability to communicate with a diverse range of people and formal organizations.
- The applicant must also be able to work some weekend and night hours as needed.
- Available to attend conferences (including travel and overnights), meetings, and training sessions.
- Must clear Ohio’s Background check and Tuberculosis screening.
- The successful applicant will need to travel to selected UPK sites on a regular basis. Reliable transportation is required. A valid Ohio driver’s license and auto insurance will be required.
- These qualifications are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job will be considered.