



**Position:** School Readiness Coach  
**Supervisor:** Head Start Director  
**Classification:** Level III, Non-Exempt

## + Overview

The School Readiness Coach uses a research-based coaching strategy, the Practice Based Coaching Model, to provide guidance in the classroom and best practices for classroom instruction and management. The coaching system is meant to improve CLASS scores for the Early Learning Outcomes (ELOF) and our School Readiness Plan. The result will be children ready for kindergarten with the skills they learned in Head Start.

## + Essential Job Functions

- Monitor classrooms according to their tier level to ensure adherence to developmentally appropriate practices.
- Provide CLASS, School Readiness and Conscious Discipline coaching and mentoring to all Early Childhood Staff.
- Review completed observations with the staff and set goals accordingly.
- Engage staff in reflection and planning to improve classrooms, interactions, and child outcomes.
- Link staff to appropriate resources to assist in curriculum implementation and strategies for improving teacher-child interactions.
- Building effective working relationships with teaching staff to support the coach/mentor relationship.
- Model and/or co-teach effective teaching strategies.
- Assist in planning and implementation of meetings and training.
- Maintain confidentiality of all information regarding children, families, and staff.
- Attend all staff meetings, trainings, workshops, and conferences according to Head Start Performance Standards and DCFS Licensing standards with at least 20 hours in-service training annually.
- Assist in recruitment of children as specified by Recruitment Process.
- Support families in the School Readiness and the Parent, Family and Community Engagement processes.
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values.

## + Education and Experience

- Must meet DCFS qualifications for Child Care Director (Section 407.100 & 407.13) and Head Start Performance Standards for Teacher. Bachelor's degree in early childhood education is required.
- Successfully complete fingerprint and background check as required by 89. Ill. Adm. Code 385, Background Checks (Section 407.110).
- Must be able to lift 50lbs and be 21 years of age.
- Must complete CPR, First Aid, Food Protection Manager Certification, CLASS, Mandated Reporter, and any other certification deemed necessary for the program's operation.
- Ability to work without close supervision.
- This position requires you to drive an agency vehicle, therefore, you will be subject to CAPCIL insurance reviews. If for some reason you are unable to be insured by the agency's insurance, you will be unable to drive CAPCIL vehicles, which could result in termination.
- Illinois State ID and reliable transportation required with current insurance.

## + Benefits

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

Updated: February 24, 2025

- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$10,000 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-B Retirement plan (CAPCIL will match up to 3%)
- Paid Time Off/PTO (6.5 days at time of hire, an additional 6.5 days after the 90-day probationary period, prorated based on hire date and increases with continued employment)
- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)
- 18 Paid Holidays (Including your birthday)

### + Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Ensuring compliance with the Practice Based Coaching Model	Staff Needs Assessments complete based on their hired position	% of completed forms collected	100% of forms completed within 30 days of hire
Ensuring compliance with the Practice Based Coaching Model	Observe Classrooms according to tier	% of observations completed in the individual classroom binders	90% of observations completed
Ensuring compliance with the Practice Based Coaching Model	Following up on coaching observations according to tiers	% completed feedback in the individual classroom binders	90% of follow up documentation

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources Director

\_\_\_\_\_  
Date