The Curriculum Coach in the Early Childhood Education Program shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Project Coordinator of the BCCSF Quality Childcare Initiative and the Coordinator of ECE or as designated by the President.

Qualifications:
1. Bachelor’s in Child Development, Early Childhood Education, or Early Care and Education required, Master’s preferred;
2. A minimum of three (3) years of experience working with children birth to five years of age in group settings;
3. Available to travel to different childcare sites within Boone County;
4. Pass requirements for background and health screening in the state of Missouri;
5. Willing and available to undergo intensive training and complete certification requirements in the High Scope Program, out-of-state;
6. Flexibility to teach evening/Saturday classes and complete classroom visits according to the students’ schedules;
7. Experience with mentoring and coaching teachers;
8. Sound computer proficiency required.

Description:
This is a full-time, 12-month position included under the BCCSF Quality Childcare Initiative Project which is funded by the BCCSB Early Childhood Prevention grant. This grant will officially run until December 2020, and is renewable until December 2021. Primary duties are training and instruction in the High Scope method and social emotional learning in both face-to-face and on-site coaching situations. Travel is required to visit grant participants onsite in childcare centers. This is a salaried, FLSA exempt position covered by the Public School Retirement System of Missouri (PSRS).

In addition to the responsibilities outlined in the general faculty description found in the MACC Policy Handbook, the Curriculum Coach will:

1. Conduct training sessions for participants of this grant;
2. Conduct weekly coaching sessions to ensure fidelity of implementation of the program in different participating teachers’ classrooms;
3. Conduct DECA assessments before and after the SEL training program each year it is implemented;
4. Collaborate with other ECE instructors to assist grant participants in completing the CDA.;
5. Conduct CDA practice observations for participants of the grant.;
6. Recruit, advise and support participants of this grant in completing the requirements for training and achieving outcomes of the project;
7. Collect data, maintain records and notes of sessions conducted to fulfill the reporting requirements of the BCCSB grant;
8. Perform other duties as assigned by the Coordinator of Early Childhood Education, the Dean of Workforce Development & Technical Education, or as designated by the President.