



# Nebraska Step Up to Quality Coach Job Description

## Coach Definition

Coaching is an interactive process based on a collaborative relationship. It is intentionally designed to promote sustainable growth in the attitudes, skills and knowledge to effectively implement best practices for the optimal development of young children and their families. Through observation, discussion, and reflection the coach promotes the other person's ability to grow toward identified goals. EC Coaches collaborate with administrators, staff, family members, and caregivers who intervene directly with children in group care, early education, and/or home settings.

## Guiding Principles

The Step Up to Quality coach will have an understanding and ability to put into practice and advocate for the following guiding principles:

- Maintain confidentiality
- Model culturally-responsive interactions
- Natural learning environment
- Learner focused approach
- Implement meaningful activities/supports
- Encourage collaborative goal setting
- Keep a positive awareness and understanding that change and program improvement occurs over time

## Job Functions

- Partner, guide and be a resource to support programs in quality improvement.
- Recognize the unique abilities of individuals and assist others in valuing everyone's contributions.
- Encourage, support, motivate, and work interactively with Early Childhood Professionals to develop and implement quality action plans.
- Support Early Childhood Professionals in the use of appropriate practices to promote child development and learning by utilizing the Nebraska Early Learning Guidelines.
- Assist Early Childhood Professionals to structure developmentally appropriate environments, routines, and interactions that contribute to positive outcomes for children and families.
- Focus on specific high quality indicators, making program improvements as identified by the Environment Rating Scales and/or CLASS Observation Tools.

## Job Responsibilities

Effective coaches must be able to build relationships with staff based on mutual respect, demonstrate effective communication skills, practice conflict resolution, maintain an on-going commitment to learning, possess good observation skills and model best practices for working with young children. Additional responsibilities include:

- Attend regularly scheduled Step Up to Quality Coach Meetings.
- Attend required trainings as assigned by Nebraska Department of Education.
- Assist Early Childhood Professionals to create, monitor and sustain quality action plans to improve environments, teaching practices and overall program quality.
- Offer resources, strategies and support in accordance with the Step Up to Quality standards.
- Provide regularly scheduled communication and coach visits with Early Childhood Professionals to offer support and guidance.
- Collaborate and communicate with other early childhood initiatives involved with the program.
- Willing to travel throughout a region of Nebraska.
- Perform other duties as assigned.

## Minimum Qualifications

- Complete the Nebraska Early Childhood Coach training.
- Associate's Degree in Early Childhood Education or related field.
- Have excellent oral and written communication skills, interpersonal skills, and strong organizational skills.
- Ability to use technology, develop reports and track data Knowledge and expertise regarding developmentally appropriate practices.
- Have experience working in early childhood or related field for three or more years.
- Serve in a leadership role, or as a coach/mentor, providing ongoing support for implementation of effective practices.
- Be able to provide constructive feedback and suggestions to programs. Collaborate with providers to create and implement quality action plans. Be able to use a variety of strategies, engage in goal setting, and facilitate growth.
- Have knowledge of Nebraska child care licensing regulations, Head Start performance standards, Rule 11, and Step Up to Quality standards.
- Maintain confidentiality/boundaries related to children, families, staff and programs.
- Maintain a commitment to ongoing professional development.
- Successfully pass required background checks.
- Ability to travel to programs, meetings, and training sessions which may require an overnight stay.

## Preferred Qualifications

- Complete the Nebraska Step Up to Quality Coach training.
- Bachelor's or a Master's Degree in Early Childhood Education or a related field.
- Trained in both, CLASS and ERS observation tools.
- Trained in the Nebraska Coaching model.
- Have experience working in early childhood or related field for five or more years.
- Serve in a leadership role, as a primary early care and education provider, or as a coach/mentor, providing ongoing support for implementation of effective practices.
- Knowledge and expertise in the Nebraska Early Learning Guidelines to support growth and development for all in participating programs.
- Continue to be knowledgeable and follow current early childhood activities/issues in Nebraska.
- Attend Intro to CLASS, Intro to Environment Rating Scales, Practice Using Environment Rating Scales, and Environment Rating Scales Closer Look training.
- Reflective Practice training.

### Contract info:

Applicants must submit a [Nebraska Early Childhood Coach Application](#).

The Nebraska Department of Education will pay the following rates for coaching:

- \$60/hr for on-site coaching
- \$30/hr for phone consultation, planning, meetings
- In addition, payment will be made for travel time beyond 1 hour and mileage

### Training:

Please note, the cost to attend training prior to a contract is the responsibility of the individual. Attending training does not guarantee a contract.

Resumes may be submitted to Lynne Cook via email.

For more information, contact Lynne Cook:  
lynne.cook@nebraska.gov or 402-471-3501

