



## Job Description

**Job Title:** Child Care Coaching Specialist  
**Department:** Child Care Resource and Referral – Region 5  
**Reports To:** Professional Development Team Supervisor  
**FLSA Status:** Exempt  
**OSHA Category:** Category 3

**Summary:** Plan and schedule coaching cycles with providers based on best practices to ensure quality programs and provide support and coaching for providers wanting to reach Tier II status.

### Essential Duties and Responsibilities:

- Provide coaching to teachers and childcare providers caring for children ages three to twelve years
- Participate in practice observation for ECERS-3 and/or SACERS-U with a peer annually
- Ensure all services are based upon Developmentally Appropriate Practice (DAP)
- Ensure all coaching is linked to West Virginia's Core Knowledge and Competencies
- Generate internal referrals to professional development team members as appropriate
- Inquire about childcare providers' needs and link them to resources
- Consultation with the Professional Development Team Supervisor on an ongoing basis to seek approval on scheduling, visits, and coaching strategies to assist childcare providers
- Coordinate/collaborate with other early childhood entities
- Work closely with other members of the Professional Development Team to ensure comprehensive services are delivered to childcare providers
- Maintain a current calendar of professional development activities, coaching visits, meetings and other scheduled activities
- Attend and participate in all Professional Development sessions and meetings, including staff meetings, Professional Development Team meetings and quarterly ECS meetings as required
- Submit and maintain WV STARS professional development records, as per policy
- Alert childcare providers to any recalls of any infant and toddler, early childhood or school age products
- Submit all monthly reports as required
- Ensure compliance with state regulations
- Refer all suspected cases of child abuse and neglect to WV DoHS
- Participate in community outreach activities as assigned

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- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals
- Maintain confidentiality
- Collaborate with agency colleagues to reach agency goals and objectives
- Participate in agency committees as needed

#### **Supervisory Responsibilities:**

This position does not have supervisory responsibilities.

#### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

#### **Core Values**

To perform this job successfully, you must adhere to the agency's core values:

- |                      |                 |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork           | • Considerate   |
| • Equality           | • Innovation    |
| • Respect            | • Ethics        |

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent computer skills including knowledge of Microsoft Word, Power Point and Excel. Excellent communication skills and ability to use office equipment. Must have good recall memory, organizational and listening skills. Highly motivated and self-disciplined. Experience with adult learners and training preparation preferred.

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**Education and/or Experience:**

A Master's Degree in early childhood, developmental psychology, educational psychology, or child development and 3-5 years of professional, paid, and documentation of working in a child care classroom is preferred. A Bachelor's Degree in early childhood, elementary education, special education or child development and 3-5 years of professional, paid and documented work in the early childhood classroom is acceptable. **Division of Early Care and Education Approval Required:** A Bachelor's Degree in a related field with at least 15 college credit hours in early childhood and one-year relevant occupational experience. Meet the qualifications to be an approved trainer through the West Virginia Early Care and Professional Development System.

Must have a valid West Virginia driver's license; clear criminal background and APS/CPS check, must be bondable.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the public.

**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.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Frequent and extensive travel within the service delivery area is required. The employee may also be required to travel within and outside of the State of West Virginia. Nontraditional work hours may be required to meet the contractual obligations.

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Employee Signature

Date

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