

## JOB DESCRIPTION

**Job Title:** Pyramid Model Coach  
**Reports to:** Early Childhood Professional Development Manager  
**Work Hours:** 40 hours/week, varied schedule  
**Compensation:** \$15.00-\$18.00/hr DOE, Benefit package to be explained by employer

### ESSENTIAL DUTIES & RESPONSIBILITIES:

**Work under the direction of and in collaboration with the Provider Services Manager to provide Pyramid Model coaching and Pyramid Model supports to family, group and center child care providers participating in STARS to Quality in Flathead, Lake, Lincoln and Sanders counties.**

- **Pyramid Model Coaching**

- ◊ Become qualified and provide ongoing coaching at the individual program/classroom level in STARS to Quality including coaching practitioners, throughout the region, within their early childhood settings. This includes but is not limited to;
  - Building relationships and establishing an environment and culture of best practices
  - Modeling best practices on-site, including implementing the Pyramid Model to fidelity.
  - Maintaining accurate records such as coaching logs and other documentation and reports
  - Visiting programs regularly for coaching sessions
  - Provide technical assistance and support as needed for Directors/Owners participating in Pyramid Model coaching
  - Work with the State Pyramid Model Coordinator to develop a coordinated system for delivery of coaching services
- STARS to Quality coaches are subject to the Best Beginnings STARS to Quality *STARS Coach Qualifications* and the *Montana Core Competencies and Self-assessment Checklist*

- **Professional Development**

- Develop and deliver Pyramid Model classes in a variety of formats for family, group, and center based child care providers throughout the region
- Present Preschool and Infant Toddler classes as needed
- Develop and deliver provider classes related to social emotional development and environment

- **Program Support**

- Regularly communicate with STARS Consultant about individual STAR programs
- Provide support and mentoring for family, group and center STAR providers pursuing accreditation
- Act as CDA Advisor and provide support for STAR child care providers seeking their CDA credential

- **Inclusion Services**

- Deliver inclusion services available through Best Beginnings Special Needs as needed

- **Public Relations**

- Support Nurturing Center's public awareness activities
- Coordinate and collaborate with area organizations such as QAD, BBCC, FVCC, SKC, FAEYC
- Develop and maintain supportive relationships with providers throughout region

- **Outreach Activities**

- Attend required State trainings and conference calls
- Advocate for child care providers and the field of Early Childhood Care and Education

- **General**

- Maintain confidentiality in all contexts.
- Complete reports in a timely manner
- Develop an annual professional development plan in collaboration with the PD Manager
- Attend staff meetings, trainings and events
- Support Nurturing Center Community Outreach and Fundraising efforts

- **Other Duties as assigned**

**QUALIFICATIONS:**

- Bachelor's Degree with a minimum of 20 semester credits in Early Childhood and Level 6 on Montana's Practitioner Registry. Bachelor's degree in Early Childhood and Level 8 on the Registry is preferred.
  - 5 years' experience including 3 years teaching in an early childhood program.
  - Able to obtain PDS III as specified on the Early Childhood Project Professional Development Framework within one year of employment. (includes completing Training Basics, Adult Learning, )
  - One year of leadership experience
  - Strong communication, computer and organizational skills.
  - High level of knowledge and familiarity with early childhood care and education and child/family issues including Developmentally Appropriate Practice (DAP)
  - Must enjoy interacting with diverse groups of people.
- **Physical Demands:**
    - The employee must regularly lift and/or move up to 25 pounds.
    - While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms and talk and hear.
    - Must be willing and able to move training materials to and from car/training site.
- **Work Environment:**
    - Mostly indoor in an office or classroom environment.
- **Special Requirements:**
    - Regular travel is required to all four counties in our region. Additionally, travel is on occasion required to State sponsored meetings throughout Montana. Must provide own vehicle, have a clean driving record and provide proof of vehicle liability insurance that meets the minimum for the State of Montana's requirements.
    - Position supports delivery of provider services in Flathead, Lake, Lincoln and Sanders counties
    - Some evening and weekend work is required