

## JOB DESCRIPTION

**Job Title:** STARS Coach  
**Reports to:** Provider Services Manager  
**Work Hours:** 40 hours/week, varied schedule  
**Compensation:** \$16-\$18/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 coaching and supports to family, group and center child care providers participating in STARS to Quality in Flathead, Lake, Lincoln and Sanders counties.**

- **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.
    - 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 coaching
  - ❖ 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*
- **Program Support**
  - ❖ Regularly communicate with STARS Consultant about individual STAR programs
  - ❖ Provide support and mentoring for family, group and center STAR providers pursuing accreditation
  - ❖ Deliver Technical Assistance (TA) to individual child care programs.
- **Public Relations and Outreach Activities**
  - ❖ Support Nurturing Center's public awareness activities in coordination with other program and agency activities.
  - ❖ Coordinate and collaborate as requested with area agencies and organizations such as QAD, BBCC, FVCC, SKC, FAEYC
  - ❖ Develop and maintain supportive relationships with providers throughout region
  - ❖ Attend required State trainings and conference calls
  - ❖ Advocate for child care providers and the field of Early Childhood Care and Education
  - ❖ Support Nurturing Center Community Outreach and Fundraising efforts
- **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
  - ❖ Other Duties as assigned

### QUALIFICATIONS:

- ❖ Level 4 or higher on the Montana Early Childhood Practitioner Registry
- OR**
- ❖ At least a Level 2 or higher with a Minimum of a bachelor's degree in any field, completed 60 hr. MT Infant Toddler Caregiver Education Course (CITC) and the 60 hr. MT Certified Preschool Teacher Course (CPTC), minimum of 500 hours working in an Early Childhood setting (as required for Level 2).
- OR**
- ❖ At least a Level 2, completed 60 hr. MT Infant Toddler Caregiver Education Course (CITC) and the 60 hr. MT Certified Preschool Teacher Course (CPTC), minimum of five (5) years working in an Early Childhood setting as a director or lead teacher.
- AND**
- ❖ 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, be able to communicate effectively both verbally and in writing.
    - ❖ 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
    - ❖ Must be able to pass an FBI criminal background check, CPS (Child Protective Services) background check and driving background check.

I have read and agree to perform the duties, tasks and responsibilities of this job description.

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Printed Name

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Signature

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Date



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