

Project Facilitator – Nevada Ready! Pre-Kindergarten Coach

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months; Additional hours/days at the contracted rate of pay may be available

FLSA STATUS: EXEMPT

Position Summary

The Nevada Ready! Pre-Kindergarten (NR!PK) Coach will plan, develop, and provide professional learning focusing on schools participating in the state funded Pre-K grant. The NR!PK Coach will provide leadership and curriculum expertise in preschool best practices while working with administrators, parents, teachers, and students to increase student achievement across all early childhood domains. This position will also guide and support new and seasoned teachers in all areas of environment and curriculum based on Nevada State Standards (P-K) and the Nevada Academic Content Standards (NVACS) as well as the early childhood assessments. The NR!PK Coach will also assist teachers in complying with the longitudinal data requirements of the grant. The position reports directly to the Coordinator, Nevada Ready! Pre-K Program, Student Services Division (SSD), Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Works effectively with administrators, classroom teachers, and specialists at assigned schools to implement early childhood best practices.
2. Serves as team builders in all NR!PK schools.

3. Participates in ongoing professional learning activities related to early childhood.
 4. Develops and coordinate parent trainings for parents.
 5. Plans, prepares, and presents professional learning activities including before and after school meetings, prep time collegial discussions, classroom modeling, observations, and feedback.
 6. Assists classroom teachers with the integration of using assessment data to differentiate instruction.
 7. Provides instructional assessment resources and assists in screening, diagnosing, and monitoring student progress.
 8. Assists teachers in analyzing and interpreting assessment data.
 9. Collaborates and works closely with English language learner and special education staff.
 10. Works flexible hours on a limited basis, as needed.
 11. Serves as a mentor/coach for classroom teachers.
 12. Performs other duties related to the position, as required.
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Position Expectations

1. Demonstrate knowledge, skill, and ability to provide tiered instruction to students of all abilities.
2. Demonstrate a high skill level in the use of technology and data reporting.
3. Demonstrate a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students and based on the results of the assessment reporting system.
4. Demonstrate knowledge of required NR!PK procedures and documentation.
5. A thorough working knowledge of the Nevada Pre-kindergarten Standards.
6. Knowledge of the English Language Arts Common Core State Standards.
7. Knowledge of the Early Childhood Environment Rating Scale (ECERS).
8. Strong knowledge using data to identify gaps in student achievement in young children.
9. Effective presentation and workshop facilitation skills.
10. Effective communication, collaboration, and interpersonal skills.
11. Effective skills in planning, organizing, and coordinating activities.
12. Enthusiastic, adaptable to change, and presents a growth mindset in learning new literacy innovations.
13. Ability to integrate technology into planning, learning, and record keeping activities.
14. Ability to work cooperatively with students, parents, peers, administration, and community members.

15. Ability to guide the learning process toward achievement of curriculum goals.
 16. Ability to maintain and improve professional competence.
 17. Ability to work flexible hours on a limited basis, as needed.
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Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university.
2. Three (3) or more years of successful early childhood education and/or early childhood special education teaching experience.
3. One or more year(s) of successful implementation of early literacy instruction and intervention strategies and/or prevention or remediation programs in the classroom.
4. Evidence of successful training in instructional strategies for birth to pre-kindergarten programs.

Licenses and Certifications

1. Must possess or be able to acquire by the time of appointment to the position, a teaching license issued by the Nevada Department of Education (NDE).
2. Hold, or be able to hold, an endorsement in early childhood education and/or early childhood special education.

Preferred Qualifications

1. Successful experience in planning and leading professional development sessions.
2. Experience in working with culturally, socially, and economically diverse students and parent/guardian populations.
3. Demonstrate leadership abilities in organizing, implementing, and maintaining an effective instructional program.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 06/04/21
- Created: 03/29/18