

**JOB DESCRIPTION**

**STARS COACH**

**PROFESSIONAL DEVELOPMENT SPECIALIST**

**ACCOUNTABLE TO:** The STARS Coach is accountable to the Provider Services Supervisor. Job performance evaluations will occur following a 12 month probationary period and on an annual basis thereafter.

**JOB SUMMARY:**

The STARS Coach responsibilities include working with individuals and child care programs to meet STARS to Quality requirements. The STARS coach will support child care programs and individuals to reflect on current knowledge and practices to promote continuous quality improvement. The STARS coach will also create and deliver training in social/emotional development.

**QUALIFICATIONS:**

* Must be at a minimum of Level 6 on the Practitioner Registry/Career Path
* Bachelor’s Degree in Early Childhood Education Preferred
* Must have a minimum of three years of experience teaching in an early childhood program
* Must have a minimum of one year of leadership experience

**DUTIES AND RESPONSIBILITIES:**

**PROVIDE TRAINING AND TECHNICAL ASSISTANCE IN THE STARS TO QUALITY PROGRAM:**

* Facilitate onsite coaching using a practice based approach for STARS to Quality child care providers in the following areas:
  + social/emotional development
  + STARS to Quality criteria
  + Environmental Rating Scales assessments
  + Other child development related topics
* Provide training on the Montana Pyramid Model courses and/or other courses designed to address social, emotional and environmental domains
* Promote STARS to Quality, including recruiting providers into the program
* Familiarity and working knowledge of child care licensing regulations.

**COMMUNICATION:**

* Communicate with the STARS Consultant as part of the success support of the STARS program
* Develop newsletter articles for child care providers and families
* Must have experience with Microsoft Office products.

**PARTICIPATE IN ECSB TRAININGS/MEETINGS:**

* Participate in trainings/meetings sponsored by the ECSB as requested

**CHARACTERISTICS:**

* Must be knowledgeable in the STARS Standards and Guidance and Procedures, be able to offer technical assistance in writing Quality Improvement Plans and budgets, and be highly skilled in the use of the STARS Application site
* Must be well versed in the Early Care and Education Knowledge Base content areas as well as the Montana Early Learning Standards
* Must have expertise in child development
* Maintain membership with the Montana Professional Development Framework and the Practitioner Registry
* Effective communication skills.
* Ability to work well with adults and children of all ages
* Ability to be flexible and problem solve
* Self-motivated and self-initiating
* Ability to work as a team member

**GENERAL:**

* In-town and out-of-town travel to include over-night travel may be required to perform the responsibilities of this position. The employee is to provide a mode of transportation for this travel. Some travel may be required during inclement weather. Mileage reimbursement is provided
* Attend regular staff meetings and Provider Services meetings.
* Attend meetings and in-service training sessions as funding allows
* Complete other duties as assigned
* Coordinate all aspects of the annual early childhood conference with PDS team
* Document all STARS coaching in the TA module on the Early Childhood Project within the required time frame.
* Comply with the NAEYC Code of Ethical Conduct

**PHYSICAL AND ENVIRONMENTAL DEMANDS:**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee must be able to lift 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.
* This position requires flexibility in scheduling and some work must be performed outside of traditional office hours. Monthly travel throughout Butte 4-C’s six county area (Beaverhead, Deer Lodge, Granite, Madison, Powell and Silver Bow Counites) is required.