

# EARLY ACHIEVER COACH DEFINED



## JOB TITLE: EARLY ACHIEVER COACH

**Organization:** YES for Early Success Cooperative

**Reports To:** Family Support Manager / ECEAP Director

**Position Type:** Part-Time, Hybrid (Caseload of 42)

### Position Overview

The Early Achiever Coach at YES for Early Success Cooperative plays a vital role in supporting early learning providers to improve the quality of their programs through coaching, training, and technical assistance. This position aligns with the DCYF Statement of Work, ECEAP Performance Standards, and YES for Early Success's mission to empower and uplift marginalized communities. The Early Achiever Coach works closely with providers to ensure they meet quality benchmarks, enhance family engagement, and create safe, nurturing, and developmentally appropriate environments for children.

### Key Responsibilities

#### 1. COACHING AND MENTORING FOR QUALITY IMPROVEMENT

- Provide individualized coaching to early learning providers to support quality improvements in alignment with ECEAP and Early Achievers standards.
- Conduct regular on-site and virtual visits to assess program quality, provide feedback, and guide providers in implementing best practices in early childhood education.
- Assist providers in developing and implementing quality improvement plans that address specific areas for growth, with a focus on achieving higher Early Achiever ratings.
- Offer guidance and mentorship on implementing developmentally appropriate practices, inclusive learning environments, and culturally responsive strategies.

#### 2. TECHNICAL ASSISTANCE AND RESOURCE PROVISION

- Provide technical assistance to help providers understand and meet ECEAP Performance Standards, including curriculum development, assessment, and family engagement requirements.
- Share resources, toolkits, and best practices to support continuous improvement in program quality, health, safety, and compliance.
- Guide providers in utilizing the DCYF Early Achievers Quality Standards Framework, including support with classroom setup, teaching strategies, and environment enhancements.
- Assist providers with documentation, record-keeping, and administrative tasks required for Early Achievers and ECEAP compliance.

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### 3. PROFESSIONAL DEVELOPMENT AND TRAINING

- Design and deliver targeted training sessions for early learning providers to strengthen core competencies in areas such as curriculum planning, child assessment, and family partnership.
- Facilitate workshops and training aligned with DCYF and ECEAP standards, focusing on continuous quality improvement.
- Identify additional training needs based on provider assessments and feedback, coordinating with external trainers or agencies as needed.
- Support providers in achieving and maintaining required certifications and training credits to ensure alignment with DCYF and Early Achievers standards.

### 4. FAMILY ENGAGEMENT AND SUPPORT

- Promote best practices for family engagement, encouraging providers to build positive relationships with families and incorporate family input into program planning.
- Coach providers on strategies to increase family involvement and support for children's learning at home, creating a cohesive learning environment.
- Support the development and execution of family engagement activities, including orientation sessions, parent-teacher conferences, and regular family meetings.
- Guide providers in setting up effective family communication systems, ensuring cultural sensitivity and responsiveness to families' needs.

### 5. DATA COLLECTION AND QUALITY MONITORING

- Collect, track, and analyze data on program quality indicators, assessing progress and identifying areas for improvement.
- Monitor and document the progress of each provider in achieving quality improvement goals and Early Achiever rating milestones.
- Use assessment tools and data reports to provide objective feedback to providers and help them make data-driven decisions for quality enhancement.
- Ensure timely and accurate submission of required documentation, reports, and assessments as per DCYF and ECEAP standards.

### 6. COMPLIANCE AND ECEAP STANDARDS ALIGNMENT

- Ensure that all coaching efforts support compliance with ECEAP Performance Standards, DCYF policies, and Early Achievers quality benchmarks.
- Conduct periodic reviews of provider practices, policies, and procedures to ensure compliance with ECEAP and Early Achiever guidelines.
- Support providers in understanding regulatory changes or updates in Early Achievers or ECEAP requirements, assisting them in making necessary adjustments.
- Collaborate with Family Support Specialists and Regional Directors to align coaching efforts with organizational goals and regional needs.

### 7. COLLABORATIVE ENGAGEMENT WITH YES TEAM AND COMMUNITY PARTNERS

- Work closely with Family Support Managers, Regional Directors, and other YES team members to coordinate support services for providers and families.
- Establish partnerships with local agencies, community organizations, and Early Learning partners to expand resources available to providers and families.

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### 8. CONTINUOUS IMPROVEMENT AND SELF-DEVELOPMENT

- Attend YES for Early Success Co-Op Board meetings and other organizational events to share insights, provide updates, and align on strategic priorities.
- Represent YES for Early Success in community events or stakeholder meetings related to early childhood education and quality improvement.
- Participate in ongoing professional development opportunities to stay updated on early childhood education trends, coaching methods, and Early Achievers standards.
- Set personal professional goals aligned with YES for Early Success's mission and engage in regular self-assessment to improve coaching effectiveness.
- Share insights from personal learning and development with the coaching team to foster a culture of continuous improvement within YES for Early Success.

### Qualifications

- **Education:** Bachelor's degree in Early Childhood Education, Child Development, Social Work, or a related field (Master's degree preferred).
- **Experience:** Minimum of 3 years of experience in early childhood education, quality improvement coaching, or related roles, ideally with ECEAP or Head Start programs.
- **Knowledge:** In-depth knowledge of DCYF Early Achievers, ECEAP Performance Standards, and best practices in early childhood education.
- **Skills:**
  - **Coaching and Mentoring:** Strong ability to coach, mentor, and guide early learning providers toward quality improvement goals.
  - **Communication:** Excellent written, verbal, and digital communication skills for effective engagement with providers, families, and community partners.
  - **Organizational Skills:** Demonstrated ability to manage multiple priorities, meet deadlines, and support provider progress toward quality goals.
  - **Analytical Skills:** Proficiency in data analysis for assessing program quality indicators and tracking provider improvement.

### Key Competencies

- **Collaboration:** Works effectively with YES team members, providers, and community partners to achieve program goals.
- **Cultural Responsiveness:** Demonstrates commitment to supporting diverse families and providers, promoting equity and inclusion in early learning settings.
- **Adaptability:** Remains flexible and responsive to changing needs of providers, families, and program requirements.

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### **Working Conditions**

The Early Achiever Coach works in a hybrid environment, balancing in-office meetings, virtual coaching sessions, and frequent on-site visits to early learning provider locations. This position may occasionally require evening or weekend hours to accommodate provider schedules or family engagement activities.

### **To Apply**

Interested candidates should submit a resume and cover letter detailing their experience and passion for early learning and quality improvement to [office@yesforearlysuccess.org](mailto:office@yesforearlysuccess.org).

YES for Early Success Cooperative is an equal-opportunity employer that values diversity and strives to create an inclusive environment for all employees.

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### Early Achiever Coach Task List

#### COACHING AND MENTORING FOR QUALITY IMPROVEMENT

- Conduct regular on-site and virtual coaching sessions with early learning providers.
- Provide individualized feedback and guidance to help providers implement best practices in early childhood education.
- Develop quality improvement plans with providers, focusing on areas identified through Early Achievers assessments.
- Support providers in achieving higher Early Achiever ratings by meeting quality benchmarks.

#### TECHNICAL ASSISTANCE AND RESOURCE PROVISION

- Offer technical assistance on meeting ECEAP Performance Standards, including curriculum development and assessment requirements.
- Share toolkits, resources, and best practices for program quality, health, safety, and compliance.
- Guide providers on implementing the Early Achievers Quality Standards Framework, including classroom setup and teaching strategies.
- Assist providers with necessary documentation, record-keeping, and administrative tasks for ECEAP and Early Achievers compliance.

#### PROFESSIONAL DEVELOPMENT AND TRAINING

- Design and deliver training sessions for providers on core competencies such as curriculum planning and family engagement.
- Facilitate workshops aligned with DCYF and ECEAP standards to support continuous quality improvement.
- Identify additional training needs based on provider assessments and feedback.
- Support providers in achieving required certifications and training credits to meet Early Achievers standards.

#### FAMILY ENGAGEMENT AND SUPPORT

- Coach providers on strategies to enhance family engagement and increase family involvement in children's learning.
- Guide providers in planning and executing family engagement activities, including orientations, parent-teacher conferences, and regular family meetings.
- Assist providers in establishing effective communication systems with families, ensuring cultural sensitivity.
- Promote family partnership best practices and strategies for incorporating family input into program planning.

#### DATA COLLECTION AND QUALITY MONITORING

- Collect, track, and analyze data on program quality indicators to monitor progress.
- Document and assess each provider's progress in achieving quality improvement goals and Early Achiever milestones.
- Use assessment tools and data reports to provide objective, data-driven feedback to providers.
- Submit required documentation, reports, and assessments on time to ensure compliance with DCYF and ECEAP standards.

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### Early Achiever Coach Task List

#### COMPLIANCE AND ECEAP STANDARDS ALIGNMENT

- ☐ Ensure coaching activities align with ECEAP Performance Standards, DCYF policies, and Early Achievers benchmarks.
- ☐ Conduct periodic reviews of provider practices to ensure ECEAP and Early Achiever compliance.
- ☐ Communicate any regulatory changes to providers and help them make necessary adjustments.
- ☐ Coordinate with Family Support Specialists and Regional Directors to align coaching efforts with organizational goals.

#### COLLABORATIVE ENGAGEMENT WITH YES TEAM AND COMMUNITY PARTNERS

- ☐ Collaborate with Family Support Managers, Regional Directors, and YES team members to coordinate support services for providers and families.
- ☐ Establish partnerships with local agencies and community organizations to expand resources for providers and families.
- ☐ Attend YES for Early Success Co-Op Board meetings to share insights, updates, and align on strategic priorities.
- ☐ Represent YES for Early Success at community events or stakeholder meetings related to early learning and quality improvement.

#### CONTINUOUS IMPROVEMENT AND SELF-DEVELOPMENT

- ☐ Participate in ongoing professional development to stay updated on early childhood education trends and coaching methods.
- ☐ Set personal professional goals and engage in self-assessment to enhance coaching effectiveness.
- ☐ Share insights from learning and development with the coaching team to foster a culture of continuous improvement.

This task list provides a structured outline for the Early Achiever Coach to support provider quality improvement, family engagement, and compliance with program standards, ensuring alignment with YES for Early Success's mission and goals.

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### Early Achiever Coach Key Performance Indicators (KPIs)

#### QUALITY IMPROVEMENT AND COACHING EFFECTIVENESS

- Conduct on-site or virtual coaching sessions with each assigned provider at least twice per month.
- Achieve a 90% success rate in providers meeting their individualized quality improvement goals within the agreed-upon timelines.
- Ensure that 95% of providers improve their Early Achiever rating by at least one level over the review period.

#### TECHNICAL ASSISTANCE AND COMPLIANCE SUPPORT

- Provide technical assistance to 100% of providers on ECEAP Performance Standards, including curriculum, assessment, and family engagement requirements.
- Achieve a 100% compliance rate for providers meeting required documentation standards for ECEAP and Early Achievers.
- Ensure that all assigned providers complete and submit documentation within set timelines, with corrective action plans for any providers falling behind.

#### PROFESSIONAL DEVELOPMENT AND TRAINING

- Conduct or facilitate a minimum of one training session per quarter for providers on key areas like curriculum planning, child assessment, and family engagement.
- Ensure 100% of providers meet their annual training and certification requirements as per DCYF and Early Achievers standards.
- Achieve a 90% satisfaction rate from providers on training effectiveness and relevance in post-training surveys.

#### FAMILY ENGAGEMENT SUPPORT

- Ensure that 90% of providers implement at least three family engagement activities per program year, including family meetings and orientation sessions.
- Achieve a 100% completion rate for family engagement plans across assigned providers, with progress reports reviewed quarterly.
- Increase family engagement participation by 10% year-over-year as measured by attendance records and feedback from family engagement events.

#### DATA COLLECTION AND QUALITY MONITORING

- Maintain a 100% rate of on-time data collection, analysis, and reporting for program quality indicators.
- Ensure that 95% of providers make data-informed improvements based on Early Achievers assessment feedback and performance data.
- Submit required reports, assessments, and documentation for each provider by set deadlines with a 0% late submission rate.

#### COMPLIANCE WITH ECEAP STANDARDS

- Ensure 100% of assigned providers meet or exceed compliance requirements for ECEAP and Early Achievers quality benchmarks.
- Conduct compliance reviews for each provider every quarter, with 100% completion of required corrective actions within 30 days.
- Track and report any compliance issues, ensuring all corrective actions are documented and addressed within required timelines.

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### Early Achiever Coach Key Performance Indicators (KPIs)

#### COLLABORATION AND ENGAGEMENT WITH YES TEAM AND COMMUNITY PARTNERS

- ☐ Attend at least 90% of YES for Early Success Co-Op Board meetings and team collaboration sessions.
- ☐ Establish or maintain partnerships with a minimum of three local community organizations annually to expand resources for providers and families.
- ☐ Achieve a 95% satisfaction rate from Family Support Managers, Regional Directors, and other YES team members for collaborative engagement and support.

#### CONTINUOUS IMPROVEMENT AND SELF-DEVELOPMENT

- ☐ Complete at least four professional development sessions or trainings per year related to early childhood education or coaching.
- ☐ Set and achieve two personal professional goals per year aligned with YES for Early Success's mission.
- ☐ Contribute to team knowledge-sharing by presenting insights or learnings from self-development activities at least once per quarter.

This KPI checklist will help monitor the effectiveness of the Early Achiever Coach's support, training, compliance, and engagement efforts, ensuring alignment with YES for Early Success Cooperative's mission and goals.