

## POSITION DESCRIPTION

<b>Title:</b> Behavior Support Coach	<b>Date Prepared/Reviewed:</b> 5/1/20
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<b>Reports to:</b> Education Coordinator	<b>Supervises:</b> Behavior Support Aids
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**Purpose of your Position:**  
To serve as a mentor to classroom staff; support staff when working with challenging behaviors in the classroom.

Below are the essential duties of the position. Other duties may be assigned as needed.  
**May be relocated within the SENDCAA Head Start or Early Head Start sites to best fit the program needs.**

### ESSENTIAL DUTIES:

#### *Program*

- Education staff are trained as mandated reporters and will report any observations of concern to Cass County Social Services.
- Responsible for following Head Start and SENDCAA program policies and procedures, which include Standards of Conduct, Naptime, Outdoor Play, Classroom Relief, Meal Time, etc.
- Treats all staff with positive regard as defined in Head Start mission statement and standard of conduct, and responds to and gives feedback in a respectful and positive manner.
- Participates in relevant training, including staff meetings, site meetings, reflective supervision & case management meetings.
- Reports to work on time prepared to perform the duties of the position and willing to perform the duties as workload necessitates.

#### *Education*

- Maintain working knowledge of Head Start Performance Standards, Early Learning Outcomes Framework and school readiness goals.
- Have a thorough understanding of trauma.
- Communicates with Mental Health and Disabilities Coordinator.
- Participates in initial coaching meetings.
- Work to become aware of Conscious Discipline and join the Conscious Discipline Action Team.
- Assists classroom teacher in writing Behavior Support Plans. Assist in the classroom data collection.
- Supervise Behavior Support Aides while providing leadership and support, collaborating weekly with all teachers and Behavior Support Aides.
- Assign Behavior Support Aide to specific children who require a Behavior Support Plan.
- Provide regular visits, ongoing classroom observations, and check-ins with classrooms where there are Behavior Support Plans.
- Provide appropriate child development and specific skill development information for staff and parents of children working on a behavior support plan.
- Oversee all program behavior support plans, track overall data, look for data trends, and keep ongoing up to date documentation. Maintain a data tracking system.
- Develop individualized mentoring/coaching plans for performance improvement. Train and mentor classroom teachers.
- Demonstrate the ability to appropriately model social/emotional skill building to teachers

- Collaborate with Education Coordinators regarding observations to give staff feedback on their strengths and areas for improvement related to positive social and academic development of children.
- Takes the initiative to identify problems, uses judgment to find appropriate solutions and follows through on resolving issues in a timely manner.

*Family*

- Respects each family’s cultural, ethnic and linguistic diversity.

*Health and Safety*

- Ensures no child will be left alone or unsupervised.

**OTHER DUTIES:**

1. Regular travel to other sites.
2. Performs other duties as assigned or requested.

**Education/Training Required:**

- A Baccalaureate Degree in a field related to Early Childhood Education, with experience teaching preschool-age children
- CPR and First Aid certified and annual renewal of CPR and First Aid certification

**Minimum Experience and Skills Required:**

To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 1 year experience teaching in an early childhood environment
- Knowledge of developmentally appropriate interaction with young children
- Ability to communicate in a professional and appropriate manner with children, parents, and staff.
- Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff.
- Ability to perform work independently under general direction of supervisor.
- Supports team efforts, cooperates with others and actively learns from other team members.
- Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs.
- Ability to carry out the duties of this position while helping to fulfill SENDCAA’s mission while adhering to policies, procedures and regulations.

**Education/Training Preferred:**

**Experience and Skills Preferred:**

- Supervisory experience

- Baccalaureate Degree in Early Childhood Education or a Related Field
- Training related to trauma

The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Working Conditions and Environment:** While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children.

**Physical Requirements/Activities:** While performing the duties of this position, the individual is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump and crawl.

Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Intermittently, the employee is required to exert up to 40 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Infrequently, the employee is required to exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.

**Employee Benefits and Wage:** Information provided in addition to position description.

**The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.**

**I have read and understand the above Position Description.**

**Employee Signature**

**Date**