

CHEYENNE RIVER SIOUX TRIBE  
HEAD START PROGRAM  
TEACHER COACH

DESCRIPTION OF WORK

General Statement of Duties: To provide technical assistance and support to Head Start classroom teachers and teacher aides.

Supervision Received: Early Childhood Manager.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following): Observation of classroom teachers and teacher aides. Provides immediate feedback. Assist with plans of improvement. Develops a teacher performance evaluation. Certifies as a Pre-K CLASS observer. Has monthly staff development training scheduled for teachers and teacher aides. Provides immediate feedback to teachers, teacher aides and collaborates with ECE Manager to plan immediate training.

Maintains and keeps records of training academic/education credit of teaching staff members, and develops an individual tracking system form to monitor the academic progress of each teacher aide.

Assist Teacher Aides with obtaining their CDA Credentials within the time-lines according to the Head Start Performance Standards.

Assist Teachers and Teacher Aides with Individual Development Plans yearly. Must assist in writing improvement plans and have teachers implement and complete them. Will be responsible for written documentation of anecdotal methods to improve teaching methods for individual teaching staff.

Any additional job related duties that may be deemed necessary by the Program Director.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must possess excellent communication skills. Must have excellent computer skills. Must exhibit excellent writing skills with good grammar and spelling. Must possess leadership qualities that include honesty and integrity. Must be able to organize, schedule and use outside resources to ensure training is adequate and appropriate for Head Start Teaching Staff (Early Childhood).

Education: Must have a four year degree in Education or Early Childhood.

Experience: Must have at least 5 years classroom teaching experience.

Special Requirements: Must possess a SD driver's license (provide copy within 30 days of employment). Must have a physical examination within 10 days of hire and a yearly physical examination thereafter. Must have a TB Test with first physical only. Must start Hepatitis B vaccine series within ten (10) days of work assignment, if Hepatitis B vaccine series has already been administered, please provide proof of documentation. Must be certifiable in First Aid and CPR. Incumbent is subject to CRST Drug and Alcohol Testing Policy and subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Executive Resolution E-235-97.

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