



*Our Mission is to provide access to quality child care and early education in Sonoma County through advocacy, direct service, and empowerment.*

## **Now Hiring:**

### **Bilingual Early Learning Coach**

*4Cs is an equity-focused, diverse organization. While serving all Sonoma County families, 4Cs provides targeted support and assistance to our most vulnerable families and children. It is essential that 4Cs staff reflect and respect the diversity of the community we serve.*

Under the leadership of 4Cs and in collaboration with First 5 Sonoma County, the Early Learning Coach will use evidence-based instructional practices to provide early care & education programs with instructional leadership through the design, delivery and coordination of professional development; education program development and improvement; facilitation of interdisciplinary collaboration; and administrative support. Outcomes of the coach's work include exemplary early learning classroom quality, teacher-child interactions, and ongoing participation in Quality Counts.

#### **Primary Duties and Responsibilities**

- Assist Program Director and other coaches in the successful implementation of the Quality Counts program based on First 5 Scope of Works with a focus on provider support, assessment, coaching, training and recruitment.
- Knowledge of professional development planning and standardized child care assessments, such as DRDP, CLASS and ERS.
- Outreach to early child care providers serving 0-5 year olds.
- Provide technical assistance, training and coaching to all Quality Counts classrooms
- Develop evidence informed professional development activities that improve the quality of the early child care centers participating in Quality Counts
- Assist classrooms with data collection, organization and program support for baseline assessment and Quality Improvement Plans.
- Certification or ability to certify as reliable in at least one of the CLASS assessment tools.
- Ability to analyze program assessment results to create and implement action plans for individualized program goals.
- Provide onsite instructional and environmental support and resources, modeling successful childhood teaching strategies and techniques.
- Disseminate research-based curriculum and instructional programs.
- Support evaluation of programs by providing input to evaluation structure and collecting required information.
- Maintain data and record keeping systems in collaboration with Program Director to track and report required elements per First 5 Scope of Work.
- Work cooperatively with other resource projects within and outside of the agency.
- Support Director to complete reports in a timely manner, manage project budget as requested, and other tasks as requested.
- Act as a liaison to community groups and agencies as requested.
- Attend and participate in department meetings or trainings, monthly all staff meetings and department retreats.

- Serve on a minimum of one agency or department committee.
- Participate in 4Cs community outreach events as needed for a minimum of eight hours per year.
- Provide excellent customer service, maintaining positive interactions with clients and staff.

### **Skills and Qualifications**

- Minimum one year supervisory or administrative experience.
- Bachelor's degree in Child Development or closely related field.
- Knowledge of current child development research, trends and best practices in early learning settings including child care centers and licensed family child care homes.
- Experience with evidence based professional development tools, like CLASS and ERS, standards and competencies.
- Knowledge of Sonoma County Quality Improvement Rating System rating matrix and process.
- Demonstrated effective verbal and written communication skills in English and Spanish (required).
- Project management and leadership experience.
- Demonstrated proficiency in Microsoft Office programs, e-mail and internet. Basic knowledge of office equipment.
- Experience and ability to work well as a team and with people from various social, cultural, economic and educational backgrounds.
- Ability to work some evening and weekend hours.
- Valid California Driver's License and insured vehicle.

Starting Hourly Rate: \$28-30 plus benefits.

**To apply, email cover letter & resume to: [achavez@sonoma4cs.org](mailto:achavez@sonoma4cs.org)**  
**Please visit our website: <http://sonoma4cs.org/about-us/career-opportunities/>**