



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: School Readiness Early Childhood Coach

SALARY RANGE: \$18-22 /HR (Exempt)

DEPARTMENT: Early Childhood Learning Center

POSITION STATUS: Full time

SUPERVISOR: ECLC Director

JOB POSTING ID: ECLC-200303.2

PERIOD TO APPLY: Open until filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Mentors, coaches, and/or assists teaching staff in the development, implementation and ongoing assessment of quality child development and education practices leading to school readiness outcomes for all children, in conjunction with family service staff as appropriate; mentors and coaches teaching staff in the planning, organization and delivery of developmentally appropriate practices based on the individual and collective developmental abilities and potential of children.

ESSENTIAL FUNCTIONS:

- Must have excellent writing, research and data collection skills, with methods of qualitative and quantitative, including coding, decoding, analysis, and verbally explain data to stake holders of the agency.
- Must have excellent writing skills in formulating on-going monitoring tools and advancing processes for school-readiness of all enrolled children.
- Must have technical skills to manage data in data programs that collect school-readiness information of all children.
- Effective coaches must be able to build relationships with other staff based on mutual respect, demonstrate effective communication skills, practice conflict resolution skills, have an ongoing commitment to learning, possess good observation skills, model best practices working with young children.
- Develop teachers' social and emotional competence. Doing so helps them support students' social and emotional development and increases the likelihood of teacher retention.
- Help teachers set the stage for social-emotional learning (SEL) by teaching them to develop safe, inclusive, and supportive classroom environments. The science of learning and development is clear that students thrive socially, emotionally, and academically in a safe and supportive learning environment.
- Integrate the teaching of SEL into the teaching of academic subjects. Social and emotional competencies can be woven into the teaching of core academic content and curriculum, moving beyond the common misconception that SEL is taught through stand-alone lessons and teach self-regulation and efficacy of executive function.
- Recognize the unique abilities of individuals and assist others in valuing everyone's contributions.
- Encourage, support, motivate, and work interactively with teachers to develop and implement ongoing sales.
- Support the teacher/caregiver to provide environments and opportunities which promote the child's growth and development for any of the developmental domains, (language and literacy, health and physical development, approaches to learning, social emotional development, creative arts, science, mathematics).
- Assist teachers to structure environments, routines, and interactions that contribute to positive social-emotional outcomes for the children and families in a program.
- Focus on specific tasks, skills or techniques which can be mastered and measured.
- Assist teachers/caregivers to structure environments, routines and interactions that contribute to a positive social-emotional behavior support plan for the child.
- Promote collaboration among components. Collaborate with all other content areas. (Supervisor/Direct Service

Staff/Family Services, Disabilities, Health/Nutrition, Ancillary staff and consultants, etc.) to provide quality controls, training, services, compliance monitoring and classroom support in an inclusive early childhood setting.

- Ensures strict child, family, staff, confidentiality, following the Tribes and SD ECLC code of Ethics and Confidentiality Procedures.
- Attend meetings including administrative team meetings, management team meetings, multidisciplinary team meetings and others as needed.

REQUIRED COMPETENCIES

- **Integrity / Honesty:** All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to cash transactions, confidentiality, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork:** All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management:** Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness:** Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision:** Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Interpersonal Skills (Working with Others):** Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Effort and Initiative:** Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.
- **Teaching Others:** Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance and coaching techniques.

MINIMUM QUALIFICATIONS:

- Minimum of a Bachelor's Degree (BA) from a four-year college or university in Early Childhood Education, Social Services, Child Development/Human Development or related field required; Master of Arts Degree (MA) in Early Childhood Education, Social Services, Child Human Development or related field preferred.
- Three to five years' experience in early childhood.
- Evidence of data collection and analysis that improves the results of children's school-readiness goals.
- Ability to define problems, collect and analyze data, establish facts and draw valid conclusions: ability to make concise and accurate reports and solve problems.
- Knowledge of developmentally and culturally appropriate education practices for children birth through five years old.
- Knowledge of effectively working with adults and understand how adults learn.
- Good oral and written communication skills and computer skills.
- Must complete and update annually First Aide/CPR certification and Food Handlers.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

Agency Policy:

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. In addition, there is occasional standing to file documents, make copies, faxing, etc. and occasional lifting up to 50 pounds, stooping, bending, standing, and reaching.

Position is dependent on Grant(s) and Annual Performance Evaluation.

HOW TO APPLY:

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: ECLC **School Readiness Early Childhood Coach – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (**available at santodomingotribe.org/careers**)
- Resume
- Cover Letter
- Copy of related certification(s), including CDA, First Aid, CPR, New Mexico Early Childhood State Certification
- Writing sample
- College transcripts that support the New Mexico Early Childhood Certification.
- Copy of related certifications including First Aid, CPR.