

# OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • [operationbreakthrough.org](http://operationbreakthrough.org)

## Instructional Coach

### Job Summary:

*Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job opening below.*

### JOB SUMMARY

The Instructional Coach supports professional development of teaching staff to ensure teacher's instructional strategies are effective in helping children increase social emotional and academic skills to succeed in their classroom. The Instructional Coach will collaborate with the center director, behavioral interventionist, family advocates, therapist and peers to ensure structure, routine, rituals, and implementation of curriculum comply with Office of Head Start Performance Standards, NAEYC and state licensing.

### Qualifications

- Bachelor's Degree: Early Childhood Education, Education, Interdisciplinary Studies-emphasis Early Childhood Education, and/or related degree with at least 30 credit hours from an accredited university/ college designating that the course work meets or exceeds Early Childhood Coursework requirement.
- Direct experience working with children birth to five and their families (at least 3 years of experience).
- Experience facilitating Early Childhood Training/Coaching of Teachers/ Child Development Staff.

### Responsibilities/Duties/Functions/Tasks

- Provides mentorship and coaching to assist teaching staff in the successful delivery of weekly classroom experiences with particular emphasis upon high quality teacher practice and quality feedback regarding teaching and learning opportunities.
- Assists staff in the planning and implementation of the classroom teaching behaviors and activities that result in quality outcomes as evidenced by the CLASS rating tool.
- Supports staff in the arrangement and utilization of the indoor and outdoor environments to maximize teaching practices for children; Supports classroom staff through planning and implementing of developmentally appropriate practice, child guidance that adhere to program policy and procedures which align with the National Association for the Education of Young Children (NAEYC), and Office of Head Start Performance Standards.
- Facilitates the use of technology to aid in the tracking of coaching and teacher practice outcomes.
- Assists Education Manager/Coordinator and Director of Early Learning in planning, developing, and monitoring program services, policies and procedures; assist in planning, developing, and delivering professional development training.
- Works under general direction of the Director of Early Learning according to agency mission/vision, philosophy, employee service behavior expectations, and departmental goals.

Other duties as assigned

### COMPETENCIES

- Ability to communicate, interact and work effectively and cooperatively with all people.
- Superior organizational skills.
- Proficiency in Microsoft Office and Google Documents and ability to quickly and efficiently use new software.
- Courteous and professional demeanor.
- Ability to keep information confidential.

**WORKING CONDITIONS:** Indoor Office Environment.

**Reports to:** Health Services Manager

**Deadline:** Until filled