Position: Instructional Support Coach  
Status: Salary Non-Exempt  
Salary Range: $38,000 to $48,000  
Reports to: Deputy Director of Early Learning

POSITION SUMMARY: The Instructional Support Coach is responsible for the implementation and administration of the Nemours Bright Start! Complete Program for Early Literacy Success at select early education providers, to include, but not be limited to instructional support, professional development, assessments, and outcome data.

ESSENTIAL FUNCTIONS

- Provide instructional support to participating classroom teachers to ensure the fidelity of the curriculum and program, including assistance in lesson planning and family engagement 30%
- Recruit providers and initiate Nemours Bright Start! Complete Program for Early Literacy Success; Short-term and long-term planning for sustainability of program 25%
- Maintain literacy assessment and outcome data derived from the Get Ready to Read-Revised! screening and assessment tool/processes; preparing/developing reports; testing 10%
- Develop and implement professional development training sessions related to the Nemours Bright Start! Curriculum areas for the provider staff and general early education population for a minimum of 2 large groups 10%
- Attend meetings to represent agency as assigned by management; perform any other duties as assigned by management 5%

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TYPE/EXPECTED HOURS OF WORK
This is a full-time salary non-exempt position. The hours of operation of the Coalition are 7AM-6PM Monday through Thursday, and 8AM-12PM on Fridays. Occasional evening and weekend work may be required as job duties demand.

MINIMUM QUALIFICATIONS

- Bachelor’s level Degree or higher in Early Childhood Education or related field.
- Two years of experience in early care and education
- Strong oral and written communication skills to facilitate instructing, coaching, mentoring
- Excellent organizational, planning and prioritization skills
- English language proficiency
- Excellent customer service skills
- Maintain schedule flexibility for occasional evening and weekend activities
- Maintains valid Florida driver’s license, reliable vehicle, and maintenance of required auto insurance liability limits
- Ability to work some evenings/weekends, and flexible hours as needed
- Adhere to all Early Learning Coalition of Manatee County policies and procedures
- Deemed qualified for employment through Level II Background Screening process

PREFERRED QUALIFICATIONS

- Demonstrated Bilingual written and interpersonal communication skills highly desired
- Master’s Degree in Education
- Current/Active Teacher Certification
- Qualified in Program Assessment

If you are interested in this position, please send your resume and notice of interest to HR by August 27th