



Position Available: Early Education Curriculum Coach

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

POSITION DESCRIPTION AND JOB FUNCTIONS

Jack & Jill Center’s Early Education Program provides quality, year-round early childhood education focusing on enabling children to grow emotionally, physically, and socially in a safe, caring environment using age-appropriate methods for cognitive growth. The Center is open year-round, Monday through Friday, and serves children who are six weeks to five years old. The Early Education Curriculum Coach is an essential part of the Early Education Program – supporting educators in implementing effective teaching strategies and curriculum development for young children. The Early Education Curriculum Coach ensures high quality outcomes are achieved that are related to instruction, curriculum, assessment and accreditation. The person in this role will be responsible for providing effective mentoring, training and coaching of classroom teaching staff in partnership with the leadership of the Early Education program. The main responsibilities will be:

- **Early Education Program Quality Support**

- Oversee implementation of instruction, curriculum, assessment and accreditation in partnership with Director of Schools
- Provide teachers with training, coaching and mentoring for quality improvement and professional growth through regular observation with formal and informal feedback
- Train, monitor and support improvement of classroom environment and accurate collection of child performance data using valid and reliable program assessment tools (e.g., CLASS®, VPK Assessment, Teaching Strategies GOLD®)
- Monitor and provide guidance on Screening and Assessment Tools (e.g. ASQ, Teaching Strategies GOLD®)
- Assist in the review, collection, and effective communication of child outcome results and use of data for planning purposes
- Assist with the preparation of weekly lesson plans, including individualization and all other required elements
- Assist in identifying, prioritizing, and organizing materials and equipment needed in classrooms and on playgrounds
- Plan and present professional learning on relevant early childhood topics and develop appropriate follow up practices to ensure successful application
- Collaboratively develop and support a professional development plan for teachers
- Partner with classroom staff to ensure classroom environments are set up in a responsive, developmentally-appropriate way to meet the needs of the children
- Provide initial training and ongoing technical assistance for digital resources

- **Childcare Center Operations**

- Actively participate in the hiring process of early education center staff
- Provide feedback on child care performance evaluation during probationary and annual review
- Establishes trusting relationships with parents and families
- Partner with other departments to ensure successful operations
- Develop and refine overall and daily scheduling of classroom staff
- Follow the center’s guidelines as set forth in the Family Handbook, Team Handbook, and other program documents
- Provide classroom coverage as needed
- Provide administrative coverage to include regularly opening or closing the center
- Frequent walking, sitting, bending, stooping, lifting up to 30 pounds and reaching overhead required

POSITION REQUIREMENTS

- Ability to work cooperatively with students, parents, team members and supervisory staff.
- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively both orally and in writing, using the English language, with or without the use of auxiliary aids or services.
- Detailed-oriented and organizational skills; driven to find solutions.
- Maintain open communication, confidentiality and professionalism at all times.
- Follow and enforce Center’s policies and procedures at all time as listed in employee and parent handbooks.

POSITION QUALIFICATIONS

Candidates for the Early Education Curriculum Coach position should have:

- Bachelor’s degree in Early Childhood Education, Elementary Education, or a related field; Master’s degree preferred.
- Florida Child Care Director’s Credential-VPK Endorsement or, a commitment to obtain within 6 months of hire.
- A minimum of 2 years, working with young children (ages birth through kindergarten)
- A minimum of 2 years working in a NAEYC accredited center
- A minimum of 2 years coaching or supervising adult
- Excellent interpersonal and communication skills.
- A working knowledge of state, local, and community resources related to early childhood education.
- A valid driver’s license and access to transportation.
- Authorization to work in the USA.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

SPECIFICS

Title: Early Education Curriculum Coach

Team: Early Education

Reports To: Director of Schools

Pay: \$45,000 - \$50,000 per year

Classification: Full-time/Exempt

To apply, please submit an Employment Application by [clicking here](#).

Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance.