

<b>Job title</b>	<i>Pyramid Model Coach</i>
<b>Reports to</b>	<i>EYCDC Program Services Coordinator</i>
<b>Salary</b>	<i>Range \$20 - \$23/ hour dependent on level of qualification and experience</i>
<b>Terms</b>	<i>Term - renews until 2020; 37.5 hours per week; some evenings &amp; week-ends required; access to own reliable vehicle required for travel to various work sites (car allowance TBD based on site locations)</i>
<b>Required Commitment</b>	<i>Must successfully complete all required Pyramid Model training (modules, coaching, observation tools) and maintain an on-going commitment to learning</i>
<b>Application Deadline</b>	<i>Tuesday, March 19, 2019</i>

Through the implementation of Pyramid Model evidence-based practices the Pyramid Model Coach provides professional development and program coaching to build the capacity of early childhood educators and child care centres in supporting young children’s social emotional and behavioural competency. National Centre for Pyramid Model Innovations, <http://challengingbehavior.cbcs.usf.edu/about/index.html>.

The Pyramid Model Coach is part of Nova Scotia’s Pyramid Model Initiative (a cooperative venture between the Department of Education and Early Childhood Development and Early Years Support Sites) and as such will receive training and support while fulfilling this role.

***Coaching definition:*** *Coaching is an interactive process based on a collaborative relationship. It is intentionally designed to promote sustainable growth in attitudes, skills, and knowledge to effectively implement best practices for optimal development of young children and their families. Through observation, discussion, reflection, and collaborative planning, the coach promotes early childhood educators’ abilities to grow toward their identified goals.*

### Job purpose

The Pyramid Model Coach is a member of the NSCECE | EYCDC team and is a key resource in bringing quality, evidence-based practices to life in early years settings.

The Pyramid Model Coach will:

- Link knowledge of Pyramid Model practices, childhood development theory, pedagogy, and current research to practice in early years settings;
- Build capacity related to the Pyramid Model practices in early years programs and services through the design and provision of job-embedded professional learning and development (coaching, role modelling, and technical assistance);
- Gather and analyze data and prepare clear, concise reports, and documentation incorporating text, graphs, and graphics;
- Provide data, information, and documentation to the Provincial Leadership Team as required;
- Organize and facilitate the delivery of training, workshops, communities of practice, networking, and other activities related to the Pyramid Model for implementation sites and the early years community.

## Duties and responsibilities

### *To Centre Leadership Teams (CLT)*

- Provide training in Pyramid Model practices and program-wide implementation;
- Provide on-going support by attending and possibly facilitating CLT meetings; assisting with data-use and decision making.

### *To Implementation Centres*

- Build relationships and establish an environment and culture of best practices within implementation sites;
- Provide training to early childhood educators and other staff on pyramid model practices;
- Provide guidance, development, and support to internal coaches on practice-based coaching and tools for assessing a classroom's implementation strengths and needs;
- Provide guidance and support to the program data coordinator on measures, collecting data, and using data for making decisions;
- Provide guidance and support with individual, classroom-based, and program-wide goal setting;
- Identify resources and supports in accordance with individual coaching plans;

### *To EYCDC and the Early Years Community*

- Maintain confidentiality in all contexts;
- Collaborate with NSCECE | EYCDC staff to offer a welcoming, dynamic, and respectful learning environment where young children and the people who work with them are celebrated and supported;
- Offer support to the NSCECE | EYCDC team by participating in other duties as assigned
- Participate in training (in person/online), research, and program evaluation as required.

## Qualifications, Skills and Requirements

- Degree or diploma in Early Childhood Studies, or related field;
- A certificate in Adult Education is an asset;
- Bilingual – ability to work in French and English is an asset;
- A minimum of five years' recent and related experience working in regulated child care or similar setting (demonstrated knowledge/expertise in child development and use of developmentally appropriate practices in early learning and child care environments);
- Demonstrated experience in adult education, professional development, training, coaching, or mentoring;
- Knowledge and experience using observational assessment tools (ability to assess and evaluate programs, practices, and early childhood environments);
- Comfort with presentation technology and computer skills in MS Office Suite, including Excel and PowerPoint; knowledge and experience with WordPress is an asset;
- Knowledge of strengths-based approaches to quality improvement and capacity building in early years settings;
- Knowledge of Nova Scotia Early Years Initiatives and Child Care Regulations;
- Current clear Vulnerable Sector Check and Child Abuse Registry Check; Valid First Aid Certification;

- Experience in administration of early years programs is an asset;
- Ability to accommodate competing demands and determine priorities;
- Ability to work flexible hours including evenings and weekends;
- Ability to travel to various work sites in and around the Halifax Regional Municipality (reliable vehicle and a valid driver's license).

### *Required Interpersonal Skills:*

- Excellent oral and written communication skills, organizational and problem-solving skills; and the capacity to deal professionally and competently with clients, the public, and a diverse ECE workforce;
- Able to positively facilitate challenging conversations and help others engage in systems thinking and goal setting using a growth mindset;
- Comfort with complexity and differing perspectives;
- Able to work independently as well as in a collaborative team environment.

### *Level of Responsibility:*

- Excellent organizational and time management skills and the ability to work independently in establishing and meeting priorities;
- Self-starter with the ability to prioritize;
- Ability to provide guidance and support to others, including program administrators, early childhood educators, and families.

### *Decision Making Authority:*

- Develop, implement, and coordinate Pyramid Model (PM) activities for designated Pyramid sites with the support and guidance of the provincial Pyramid Model Leadership Team, centre leadership teams, and the EYCDC Program Services Coordinator.

## **Required Commitment (Nova Scotia Pyramid Model Initiative)**

- Must attend all training events (PM Modules, Coaching, Observation tools) and maintain an on-going commitment to learning;
- Attendance at community events and meetings with community partners;
- Weekly contact with implementation sites;
- Monthly contact with Provincial Leadership Team via the Coordinator (e.g. data, reports, updates);
- Monthly contact and collaboration with Master Cadre members and/or PM coaches (e.g. community of practice sessions, reflective practice support)

## **Working conditions**

This is a full-time term position. Classroom observation and coaching occur in busy and noisy early learning and child care environments. Reflection and planning occur in a shared office environment with a shared computer. Comfort with public speaking and presentation to small and larger audiences is required.