

Organization: **Youth & Family Services (YFS)**
Department: **Child Development Center (CDC)**

Position: **Education Support Coach**
Status: **Full-Time**
Reports to: **Child Development Center Director**
Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**
Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more! Click here to view a copy of our [Benefit Synopsis](#).

Minimum Qualifications: Minimum of a Bachelor's degree in Early Childhood Education, Child Development, Psychology, Human Services or related field. Master's Degree in related field preferred. Professional experience observing, assessing, planning and implementing individual and group activities for young children, including those with disabilities, mental health issues and behavioral issues preferred. Maintain current credentials and certifications. Must meet Head Start Program Performance Standards. Willing to become ACE trained. Willing to become DECA trained. Obtain and maintain CLASS reliability and ensure that classroom staff are implementing CLASS dimensions within the classrooms. Computer competency. Ability to provide leadership, communicate effectively, and understand issues of working with a variety of cultural, economic and social groups. Current vehicle liability insurance and a valid driver's license required. Maintain confidentiality as it relates to information about children, families, and other staff members. Ability to communicate and cooperate with staff, persons of all socio-economic levels, and diverse populations effectively and tactfully.

Essential Functions:

- Work with staff to ensure the programs practices are responsive to the behavior concerns of individual children.
- Work with the Head Start Program Directors to identify and ensure implementation of curriculum/resources related to Social/Emotional Development, Behavior and Trauma.
- Conduct observations as requested for behavior concerns in classrooms.
- Support, guide, model and coach staff on individual and group management strategies, and the implementation of behavior plans for identified children, including data collection and analysis, monitoring, feedback and parent collaboration.
- Document behavioral interventions/strategies/teaching tools used by the education staff.
- Provide training to help parents and staff develop knowledge, understanding, skills and experience in child growth and development, trauma informed care and behavior strategies.
- Understand and implement child care licensing standards, Head Start Performance Standards and other applicable federal, state and local regulations.
- Identify and utilize resources in the communities that will work in partnership with the family and the program to plan for children with behavior concerns.
- Meet with staff regarding behavioral or other learning problems and recommend methods/strategies of establishing appropriate behavior and encouraging learning in the development of Behavioral Plans.

- Assist in securing the required 20% non-federal match as required by the Department of Health & Human Services.
- Assist with identified aspects of recruitment.
- Make monthly progress reports to the Program Director, keep Program Director informed of concerns, problems, and successes related to the program.
- Prepare reports and attend meetings and training as requested by the Program Director..

Additional Functions: Keeps informed of new and appropriate behavior practices for young children. Serve as a member of the staffing team for identified children. Assist in completion of the Program Information Report (PIR). Assist in all assigned grant activities including, but not limited to, in-kind and United Way. Conduct ACE assessments as needed. Study and research new developments in the field in order to ensure a high quality, responsive, effective program. Serve as a community leader and advocate for the program. Seek out opportunities to educate the public regarding the services of YFS. Attend and participate in staff meetings and trainings as requested by supervisor. Perform additional duties as assigned by supervisor.

Environmental Functions: Ability to lift up to 50 pounds and to meet physical requirements of position. Ability and willingness to meet travel needs of the position, including out-of-area and out-of-state travel.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!