



**CHILD CARE ALLIANCE OF LOS ANGELES  
COACHING COORDINATOR  
Job Announcement**

Job Title: Coaching Coordinator  
Department: Quality Start Los Angeles  
Reports To: Quality Improvement Manager  
FLSA Status: Non-Exempt  
Location/Classification: Remote (Los Angeles based)  
Effective Date: January 2023

**SUMMARY**

The Coaching Coordinator is responsible for the support, development, and implementation of professional development activities that support the Coaching and Technical Assistance Model for the Quality Rating and Improvement System (QRIS) program, Quality Start Los Angeles (QSLA), of the Child Care Alliance of Los Angeles (CCALA). The Child Care Alliance of Los Angeles is a partnership of 10 community-based Resource and Referral (R&R) and Alternative Payment (AP) organizations working together to ensure the delivery of seamless, consistent, and quality early learning and care throughout Los Angeles County. Our unique and innovative organization is committed to excellence and seeks employees who care deeply about making a difference to strengthen families and improve the lives of children.

Quality Start Los Angeles (QSLA) is a partnership between the Los Angeles County Office of Education (LACOE), the Child Care Alliance of Los Angeles, the Los Angeles County Office for the Advancement of Early Care and Education, PEACH, and First 5 LA. Working in partnership, they continue to build a system for improving early care and education quality for LA County.

Working closely with all R&R member agencies to ensure consistent county-wide implementation, the Coaching Coordinator will be responsible for the ongoing development and support of a comprehensive coaching model grounded in the Gateways for Early Educators™ professional development system and aligned to the California Quality Rating and Improvement System (QRIS). The coaching model will focus on supporting the professional development of early childhood education professionals based at the R&R agencies throughout Los Angeles County.

**DUTIES AND RESPONSIBILITIES**

- Support the development and implementation of the QSLA Coaching Model based on program requirements, R&R models, and the project Scope of Work.
- Support the development and implementation of professional development activities for early childhood education Coaches.
- Support the development and implementation of a training plan for early childhood education Coaches related to the coaching model, strategies, and activities.
- Assess and track Coach's trainings and certifications through a Coach Professional Development Needs Assessment and tracking system.
- Develop and coordinate Community of Practice Coach meetings and trainings based on the findings of the Coach Professional Development Needs Assessment.

- Develop training materials, presentations, and professional development resources for QSLA early childhood education Coaches, including but not limited to CLASS Observation Trainings, CA Child Development Permit, CA ECE Competencies.
- Coordinate logistics associated with the delivery of coach training and meetings.
- Provide support to the QSLA Site Supervisors as it pertains to coaching inquiries and professional development offerings.
- Assist the Quality Improvement Manager, QRIS Manager, QRIS Research and Evaluation Team, and QSLA committee members in the ongoing development and documentation of the QSLA coaching and technical assistance model.
- Maintain effective communication with Alliance agencies, collaborative partners, and others to ensure effective program implementation and achieve project deliverables.
- Use databases or other systems to document QRIS program data to share with consortium members and in required reports
- Assist the QRIS Program Manager in the preparation of timely, accurate reports to funders and others as needed.

#### **Additional Responsibilities**

- Participate in events as needed to help maintain CCALA and QSLA visibility with funders and other current and potential stakeholders.
- Participate in QSLA Consortia meetings, trainings, and workgroups to support the implementation and refinement of the coaching model.
- Attend designated community meetings, trainings, conferences, and other meetings, as needed.
- Perform other duties as assigned.

#### **QUALIFICATIONS**

- Bachelor's Degree is required; Master's degree, or equivalent experience, preferred in child development, early childhood education, or related field.
- Minimum of 3 years of relevant experience including working with early childhood education professionals in early childhood education settings.
- Experience developing and facilitating professional development activities for early childhood education professionals using a strength-based approach.
- Experience and knowledge with early childhood education professional development systems, approaches, content, and opportunities.
- Working knowledge of coaching models and approach.
- Working knowledge of early childhood education observation tools such as the ERS, CLASS, CSEFEL, BAS & PAS.
- Working knowledge of the CA QRIS Quality Continuum Framework – Rating Matrix and the Continuous Development Pathways.
- Working knowledge of the CA ECE Competencies.
- Strong working knowledge of the Los Angeles childcare delivery system and childcare provider population. Direct experience working with center-based programs and family childcare providers.
- Previous experience which demonstrates effective decision-making skills and ability to develop and implement programs.
- Effective time management and organizational skills including the ability to determine priorities, work independently, work with deadlines, and work with great attention to detail.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Effective problem solving, written and verbal communication skills.
- Effective computer skills, including experience with Windows, databases, word processing, spreadsheet software and Google suites.
- Comfortable with using virtual platforms (such as Zoom, Microsoft Teams) to convene ECE

coach forums and conduct virtual meetings.

- Experience and comfort with group facilitation and training of adult learners.
- Ability to work collaboratively with others at all levels of an organization and work cooperatively as part of a team with colleagues and with staff from different agencies.
- Ability to be flexible, innovative and adapt to the changing needs of the program and agency.
- Valid CA driver's license and insurance coverage which meets CA standards if driving for work-related activities.

## COMPETENCIES

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Prepares and supports those affected by change.
- **Dependability** - Takes responsibility for own actions; Keeps commitments; Works as necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Interpersonal Skills** - Focuses on solving conflict; Maintains confidentiality; Listens to others; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Judgement** - Willing to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the noise level in the work environment, if located in the office, is usually quiet to moderate

Compliance with federal, state, and local guidelines and laws is required.

## SALARY RANGE:

Competitive salary, commensurate with prior experience, education, skills, and abilities. The salary range is \$30.00 - \$33.00 hourly. Regular full-time position with a competitive benefits package which includes health insurance, 12 paid holidays, and vacation and sick accrued PTO. FLSA status is exempt. The programs referenced in this job description are contingent upon grant funding.

**For immediate consideration, send your resume and cover letter to:**

Email: [hiring@ccala.net](mailto: hiring@ccala.net). Please include the job title in the subject line.

**Email submissions only.**

No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position.

**The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.**

The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth, and related medical conditions, or any other legally protected status.

For more information about the Child Care Alliance of Los Angeles please visit our website at:

<http://www.ccala.net/>

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*