



CHILD CARE ALLIANCE OF LOS ANGELES
Quality Start Los Angeles
Coach/Trainer-Bilingual English/Mandarin
Job Description

Job Title: Coach/Trainer-Bilingual (Mandarin)
Department: Quality Start Los Angeles
Reports To: QSLA Director
FLSA Status: Non-exempt
Location/Classification: Hybrid

SUMMARY

The Coach/Trainer-Bilingual is responsible for the delivery of the Quality Start Los Angeles (QSLA) coaching and technical assistance services to Chinese-speaking early educators participating in QSLA with the goal of improving the quality of their child care programs. In addition, the Coach/Trainer will work in coordination with the Quality Start Los Angeles Professional Development Team at the Child Care Alliance of Los Angeles to develop, coordinate, and deliver high quality professional development opportunities in Mandarin for Chinese speaking early educators participating in the Quality Start Los Angeles (QSLA) program. 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 child care throughout the 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, while creating an open and inclusive environment for our employees.

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

The QSLA Coach/Trainer will work closely with other coaches and the QSLA Quality Improvement Team at the Child Care Alliance of Los Angeles' to ensure effective, efficient, and consistent county-wide implementation of the Quality Start Los Angeles coaching activities. The Coach/Trainer will focus on supporting Chinese-speaking participants in QSLA on their quality improvement journey, including the implementation of a quality improvement plan. This support may focus on topics such teacher-child interactions and learning environments, as well ensuring participants have access to professional development opportunities to improve qualifications and practice.



In addition, the Coach/ Trainer will develop early educator trainings and accompanying resource materials in Mandarin, for both virtually and in person events, which are grounded in the strengths-based approach and support and compliment the practice-based coaching and needs of our early learning workforce. Working closely with project partners, early learning providers, and community organizations, the Coach/Trainer will strive to provide center-based and family child care early learning professionals with evidence-based information in Mandarin, that they need to support children's growth and development and to promote QSLA' vision of a high-quality early learning system.

DUTIES AND RESPONSIBILITIES:

- Provide coaching and technical assistance services aligned with the QSLA coaching model to Chinese-speaking participants of the QSLA program by working closely with the CCALA QSLA Quality Improvement Team to ensure effective, efficient, and consistent county-wide QSLA implementation.
- Maintain detailed knowledge of the Quality Counts CA Rating Matrix, the Continuous Quality Improvement Pathways Core Tools and Resources, the CA ECE Competencies, and other documents, as required.
- Develop Quality Improvement Plans (QIP) using SMART Goals at the site or classroom/session level and ensure coaching and technical assistance is provided to support the participant on reaching their QIP goals.
- Conduct on-site, in-person, or virtual coaching or technical assistance to assigned QSLA participants.
- Provide coaching services in alignment with the QSLA Coaching model by completing observations, modeling, reflecting, and discussing observations, assessment results and strategies to improve practice and quality of care.
- Provide the QSLA Supervisor with required documentation and enter all data in HUBBE or specified database in a timely manner.
- Attend regular QSLA meetings and coach trainings, upon request.
- Develop, coordinate, and implement professional development training for early childhood educators based on CCALA QSLA program requirements, current trends and research related to the ECE field and the QSLA Scope of Work.
- Work closely with CCALA QSLA PD Management and all QSLA partners to ensure effective, efficient, and consistent county-wide implementation.
- Ensure training content and translations are culturally and linguistically appropriate for Chinese-speaking early educators.
- Adapt English training content to best meet the needs of LA's diverse, Chinese speaking early educators.
- Deliver trainings, both virtually and in person, to both English and Chinese speaking audiences
- Identify or create relevant resources in Chinese to supplement trainings
- Develop content and/or partner with other organizations to develop content to fit self-paced



learning platforms, live webinars, and/or in-person presentations that align with the needs of Chinese speaking early educators.

- Assist in development and implementation of an annual Professional Development training calendar for QSLA participants across LA County.
- Collect and review PD training program data to inform model development and enhancements.
- Support QSLA training efforts, working closely with all collaborative partners, consortium partners, and R&R agencies to ensure effective, efficient, and consistent county-wide implementation of the coaching and early education models.
- Maintain project compliance through knowledge of and adherence to the QSLA contracts' Scopes of Work.
- Assist the CCALA QSLA Director and Professional Development Manager in developing a high-quality professional development training system
- Maintain effective communication with Alliance agencies, QSLA participants, collaborative partners, funders and others to ensure effective program implementation and achieve project deliverables.
- Assist QSLA Program Director and Professional Development Manager in the preparation of program data reports to ensure timely, accurate reporting to QSLA funders and stakeholders, as needed.
- Frequent driving across LA County is required to provide on-site coaching, attend trainings, or offer in-person trainings, as needed.

ADDITIONAL RESPONSIBILITIES

- Participate in events as needed to help maintain CCALA and QSLA visibility with funders and other current and potential stakeholders.
- Attend designated community meetings and other meetings, as needed.
- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree is required; Master's degree, or equivalent experience, preferred in early child development, social work, psychology, public health, or related field as well as 24 ECE units
- A minimum of 3 years of experience as a Training Facilitator or similar role.
- Minimum of 3 years' experience working in early learning programs. Experience working as a coach or in adult learning/support role highly preferred.
- Bilingual: Fluent (reading, writing, speaking) in Chinese, required
- Knowledge and understanding of quality rating tools such as CLASS and the Environmental Rating Scales (ERS). CLASS Tool Reliability required on at least one age group e.g. Infant, Toddler, or PreK-3rd grade.
- Familiarity with the Quality Counts CA Rating Matrix, the Continuous Quality Improvement Pathways Core Tools and Resources, the CA ECE Competencies, and community of practice frameworks, e.g. QSLA Peer 2 Peer Connections.
- Knowledge and understanding of QRIS systems and quality improvement efforts of the early care and education field.



- Knowledge of strength based and reflective and facilitative coaching methods and strategies.
- Experience developing training materials and content to provide engaging and interactive training opportunities for adult learners that are reflective of adult learning theory.
- Strong working knowledge of CLASS, Environmental Rating Scales (ERS); child observation and/or screening tools such as ASQ-3, ASQ SE and Desired Results Developmental Profile (DRDP), supporting Dual Language Learners, social emotional development, diversity, equity and inclusion in ECE, ECE competencies, Preschool Learning Foundations
- Experience with quality improvement programs that use a strengths-based approach.
- Experience with early education workforce, including teachers, coaches, site supervisors or directors.
- Knowledge of child development research and best practices
- Strong interpersonal skills including the ability to work effectively with diverse populations
- Effective time management and organizational skills and the ability determine priorities and to work under deadlines with great attention to detail.
- Familiarity with the Los Angeles childcare delivery system and childcare provider population.
- Familiarity with Community Care Licensing (CCL) and Title 22 regulations.
- Self-motivated, innovative and able to work independently on multiple tasks
- Strong presentation skills
- Effective problem-solving skills.
- Effective written and verbal communication skills that utilize a strength-based approach.
- Strong computer skills, including experience with Microsoft Office Suite, Google Suite, Canva, project management software, Zoom, Microsoft Teams
- Able to analyze relevant programmatic data to enhance or refine program content and methods of delivery to best meet the needs of early childcare providers.
- Experience and comfort with public speaking and group facilitation, in person and virtually
- 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.
- Ability to work an occasionally flexible schedule, with some nights and weekends each month
- Valid CA driver's license and insurance coverage which meets CA standards, if using personal vehicle for work related travel.
- Ability to transport materials and supplies to events as needed.

PHYSICAL DEMANDS

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: \$28-30.30/hour

Competitive salary, commensurate with prior experience, education, skills, and abilities. 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 non-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.

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.