SPARK Tier Three Coach - Center, Ministry, School (Remote)

The Tier Three Coach is responsible for providing direct, individualized program-level support to Indiana early education and care programs who are either referred by licensing or seeking to improve the quality of their programming and will benefit from one-on-one coaching.

**Essential Duties & Responsibilities:**

- Maintain a caseload of early childhood programs. Effectively manage time to optimize coaching hours and stay within the assigned budget.
- Work individually with assigned programs, to validate their Self-Assessment and develop either a Program Development Plan (PDP) or a Quality Improvement Plan (QIP) for non-compliant programs.
- Provide individualized support to non-compliant programs in developing a QIP, including the identification of additional resources outside of the early education arena.
- Collaborate with the Coaching Content Coordinator to create a customized scope and sequence that will map content, professional development and individualized coaching to the PDP/QIP.
- Work individually with assigned programs over a period of up to nine months to coach to the resolution of their QIP or PDP.
- Provide onsite, in-person support along with virtual sessions for assigned programs.
- Liaison with Content Specialists and other SPARK staff where appropriate.
- Participates in assigned meetings, events and training as required.

**Requirements:**

- Master’s degree in Early Childhood Education or a related field and a minimum of 18 credit hours in ECE with at least 6 at the advanced level
- 5+ years’ experience in early childhood including teaching preschool-aged children OR state awarded preschool teaching certification with experience teaching preschool-aged children
- 2+ years of experience coaching or providing professional development to early childhood leadership staff
- Completion of all required State training and certifications
- Physical exam and background checks are required for this position
- Travel required locally or long-distance up to 80% of the time for work-related meetings and functions
- Must have a valid driver’s license and reliable transportation

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