



Job Description

Department: Early Childhood Education	Job Title: ECIC Coordinator
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Job Summary

Works in partnership with the Supervising Coordinator Team to plan, implement, and oversee the coaching team. Provides supervision to Early Childhood Instructional Coaches (ECIC) and collaborates in setting goals and objectives for various projects through various technological platforms and communication tools.

Minimum Job Requirements:

- Master's Degree in a related field – such as Early Childhood Education (Birth to Grade 3), Elementary Education (plus a minimum of five years in an early childhood classroom-preschool to grade 3), or Special Education (plus a minimum of five years' experience in an early childhood classroom)
- NMPED Level II License in Early Childhood or Elementary Education is required. NMPED Special Education Endorsement or NMPED Level II Special Education PreK to 12 License, or willingness to obtain additional Special education training.
- Three years' experience in the use of technology and programs. Proficiency in utilizing various technologies and software programs, including but not limited to productivity tools data management systems, virtual communications platforms, and instructional technologies.
- Minimum one (1) years' experience in practice-based coaching

Additional Requirements:

- Valid driver's license and proof of auto insurance
- Travel is required, ability to provide own transportation and travel statewide, which may include occasional overnight stay
- High speed internet
- Administrator License preferred.
- At least two years engaging in PBC with high fidelity preferred.

Duties and Responsibilities

1. Collaborates in the developing and implementation of a strategic plan for Early Childhood Instructional Coaching (ECIC) activities.
2. Supervises personnel, which includes work allocation; professional learning; problem resolution; and provides Reflective Supervision; evaluates performance and makes

recommendations for personnel actions; motivates employees to achieve peak productivity and performance.

3. Provides input and assists in the development of grant proposals and contracts and grants for various projects.
4. May participate in the development of funding proposals for the program.
5. Collaborating with Supervising Coordinator Team, represents the organization at various community and/or business meetings; promotes new and existing programs.
6. In collaboration with the Coaching Coordinator Team, coordinates the development and production of education content and professional development materials (resources, NM PreK professional learning, PowerPoint presentations, etc.).
7. In collaboration with the Supervising Coordinator Team, develops and implements objectives, short- and long-range planning, and project oversight for a variety of project activities.
8. Performs miscellaneous job-related duties as assigned.
9. Successfully complete and maintain required certifications such as CLASS (Classroom Assessment Scoring System), LETRS-EC (Language Essentials for Teachers of Reading and Spelling-Early Childhood), and others as assigned
10. Use the online TORSH platform

Knowledge, Skills and Abilities Required

- Ability to supervise and train employees including but not limited to organizing, prioritizing, and scheduling work assignments, implementing monthly Reflective Supervision; evaluating performance; and mentoring and coaching employees to achieve maximum productivity and supporting PBC to fidelity.
- Ability to work virtually from a satellite/home office:
 - prioritizing tasks
 - managing and scheduling a full-time workload with minimal direction
 - demonstrating effective time management skills
 - demonstrating self-accountability in productivity measures
- Strong knowledge of Practice-Based Coaching (PBC) and ability to monitor the fidelity of PBC.
- Strong interpersonal and communication skills and the ability to work effectively with various constituencies in a diverse community.
- Ability to demonstrate a growth mindset and ability to adapt to new learning.
- Ability to gather data, analyze information, provide recommendations, and prepare reports.
- Manage and facilitate project activities to include the ability to develop, plan, and implement short- and long-range goals.



- Some knowledge of finance, accounting, budgeting, and cost control procedures and skill in budget preparation and fiscal management.
- Skill in the use of technology and programs. Proficiency in utilizing various technologies and software programs, including but not limited to productivity tools, data management systems, virtual communication platforms, and instructional technology.
- Knowledge and understanding of adult learning principles, and a broad range of professional learning methods, techniques, and formats.
- Knowledge of communication principles, media, and marketing techniques.