



Job Description

Department:
Early Childhood Education

Job Title:
Early Childhood Instructional Coach (ECIC)

Job Summary

The Early Childhood Instructional Coach provides high-quality professional learning and support to early childhood educators (school-based and community-based classrooms) through the PBC Model (PBC) model. This role requires a dynamic and inspiring leader with a strong background in early childhood education or special education, a minimum of five years of classroom experience, and the ability to facilitate research-based professional development.

Key responsibilities include coaching educators to enhance instructional practices, delivering virtual and in-person training, tracking and analyzing data for continuous improvement, and collaborating with administrators to support the implementation of the New Mexico PreK Program Standards. The coach must demonstrate excellent communication, problem-solving, and leadership skills while managing a full-time workload remotely or in person.

This position requires technological proficiency, virtual communication platforms, and instructional tools. A valid driver's license and capacity to travel statewide, including overnight stays, are also necessary. The coach must complete and maintain the required certifications and participate in ongoing professional learning to support program goals.

- This position is full-time and works 200 days, 12 months out of the year
- Bilingual is preferred
- Coaches are needed in the following locations:
 - Southwest: Las Cruces, Silver City
 - Southeast: Roswell, Carlsbad
 - Northwest: Farmington, Gallup, Grants

Compensation: Base pay \$75,356.19, plus you may receive additional credit for years of experience and Licensure Level.

Minimum Education and Experience Requirements

- Master's Degree in a related field - such as Early Childhood Education (Birth to Grade3), 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.

Additional Requirements

- Valid driver's license and proof of auto insurance
- Travel is required, ability to provide own transportation and travel statewide, which includes overnight stays
- High speed internet

Preferred Knowledge Skills and Ability

- Dynamic individual with the ability to inspire teachers and staff while building collaborative partnerships utilizing the PBC Model
- Ability to facilitate professional learning with high fidelity in person and virtually, while embedding adult learning principles
- Ability to demonstrate a growth mindset and adapt to new learning
- Ability to work professionally - while projecting excellent interpersonal communication skills
- Ability to work virtually from a satellite/home office with the skill sets of:
 - prioritizing tasks
 - managing and scheduling a full-time workload with minimal direction and/or distraction
 - demonstrating practical time management skills
 - demonstrating self-accountability in productivity measures
- Ability to work in a team both virtually and in person
- Superior problem-solving and reasoning skills
- Willingness to demonstrate leadership qualities to support the program's mission and vision
- Ability to operate video conference technology and web-based platforms used in the virtual delivery of PBC Model

Scope of Work

1. Ability to participate in and successfully complete PBC training. The PBC model requires scheduling, planning, and facilitating focused observations, reflection, and feedback meetings on a two-week cycle. Utilizing all components of the PBC Model with fidelity:
 - Orientation to PBC Model
 - Shared goals and action plans
 - Focused observation
 - Reflection and feedback



- Utilizing effective teaching practices in the context of a collaborative partnership
 - Disseminate research and evidence-based resources to teachers and administrators
 - Scaffolds coaching for new and experienced teachers
 - Use the online TORSH platform
2. Track and analyze data as it relates to the PBC Model Model to make data-driven decisions
 3. Provide additional PBC Onsite Support:
 - Provide a minimum of one on-site visit per classroom per month
 - Provide on-site coaching through enhanced coaching strategies
 - Meet with administrators and teachers to orient them to the PBC Model and the New Mexico PreK Program Standards
 - Provide technology support to teachers/administrators/educational assistants directly related to coaching
 4. Support the coordination of and facilitate preschool-specific professional learning in the areas of Early Literacy and Social-Emotional Development, or as determined by program needs
 5. Attend all mandatory professional learning as scheduled by the Early Childhood Instructional Coaching Supervising Coordinator Team
 6. 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
 7. Maintain regular communication with Supervising Coordinators, including:
 - a. monthly reflective supervision
 - b. changes in schedule
 - c. changes in coaching caseload
 - d. district and site-specific issues
 8. Maintain up-to-date time allocation data (Outlook Calendar/Harvest Time)
 9. Participate in program and professional learning design, including implementation of new ideas, problem-solving, and reporting
 10. Performs miscellaneous job-related duties as assigned

By my signature below, I affirm that: I have read the job description, understand the duties of the job, and can perform the duties and requirements listed in this job description with or without reasonable accommodation. I have been able to ask questions to clarify matters I do not understand, and I understand and accept them.

Employer Signature and Date

Employee Signature and Date