

Job Title: CLASS Coordinator

Reports To: Director of the Early Childhood Institute

Date: September 2017

Position Summary: Each of Louisiana's Early Childhood Community Networks is required to provide twice-annual coordinated classroom assessments of every toddler and preschool classroom in publicly funded programs using the Classroom Assessment Scoring System (CLASS) for accountability purposes. The CLASS Coordinator will manage all aspects of this requirement under the New Orleans Early Education Network (NOEEN), to include overseeing a corps of contracted and partner CLASS observers and implementing quality control processes for observations. The CLASS Coordinator will also provide training and technical assistance to increase the awareness and understanding of the CLASS tool and how it relates to improved classroom practice.

The ideal candidate will have a range of professional early childhood work experiences, possess a deep understanding of child development, teaching practice and adult learning, and have a strong desire to provide leadership across the community to improve the quality of early learning programs.

Duties and Responsibilities:

Leadership

- Provide guidance, support, and planned professional development experiences to early learning center directors, teachers, coaches, and other individuals as it relates to improving their understanding of child development and CLASS;
- Participate in the Early Childhood Institute's planning and activities to promote best practices across the sector;
- Become a "Train the Trainer" for one or more CLASS tools;

Coordination of CLASS Observations

- Identify a pool of contract CLASS Observers to provide Local Observations and maintain up-to-date contact and reliability information;
- Support CLASS Observers to maintain reliability (CLASS Re-certification, Calibration, Double-codes, Professional Learning Communities, etc.);
- Coordinate Observation schedules for Fall and Spring;
- Order materials related to CLASS Observations;
- Ensure that all Observations are complete and entered into the required data systems.

CLASS Observation Quality Assurance

- Update and submit Observation Protocol to LDE annually;
- Maintain Performance Profiles for each Observer;
- Ensure that each Observer participates in at least one double-code each semester;
- Review CLASS protocols for completion, effectiveness and accuracy;
- Create Action Plans for Observers who demonstrate drift from the CLASS protocol.

CLASS Training and Technical Assistance

- Coordinate regularly scheduled CLASS Observer Trainings;
- Provide training and technical assistance on the myTeachstone professional development tool;

- Provide on-site consultation and technical assistance with focus on adult-child interactions through the CLASS lens;
- Develop and provide trainings related to adult-child interactions related to CLASS;

Competencies

- Project Management.
- Relationship Management.
- Communication Proficiency.
- Adept use of technology.
- Adept use of tracking and monitoring systems.

Position Type/Expected Hours of Work

This is a full time position and hours of work and days are Monday through Friday 8:30 am to 5 pm. Evening and weekend work may be required as job duties demand.

Required Education and Experience

- Bachelor's degree, preferably in Early Childhood Education or related field and 5-7 years of industry experience
- Experience supervising and coaching
- Certified CLASS Observer in at least one age group
- Louisiana Pathways Trainer Certification (or eligible to receive it)
- Valid driver's license and transportation

Work Authorization

- Ability to obtain a Louisiana Right to Review/Background check

To Apply

Submit a resume and cover letter to applications@agendaforchildren.org.

Applications accepted until position is filled.

No phone calls please.

Compensation

Commensurate with experience.

Agenda for Children is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, gender, color, religion, national origin, age, marital status or disability.