Human Resources
Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
Email: employment@olhsa.org
(248) 209-2615 FAX
Website: www.olhsa.org

Early Childhood Services Coach

Division: Early Childhood Services
Department: Head Start
Supervisor: Manager - Education
FLSA Status: Non-Exempt – Non Union

Qualifications:

1. A Bachelors of Arts/Science in Early Childhood Education/Child Development; or Bachelors of Arts/Science degree with equivalent coursework in Early Childhood Education; or related degree, per the Head Start Act, is required.
2. Three (3) years of experience working in Head Start, GSRP or Preschool required. Head Start or GSRP experience preferred.
3. Must be able to meet physical demands of the job.
4. Valid driver's license, valid automobile insurance, and reliable automobile to be used for job related travel are required.

Job Mission:
Implement a research-based, coordinated coaching strategy for teaching staff through ongoing mentoring, training, guided reflection, support, and technical assistance with Performance Standards, school readiness goals, and all program requirements and regulations.

Performance Standards:

1. Regularly conduct classroom observations to identify development opportunities, create goals, and evaluate progress.
2. Create individualized coaching plans, deliver constructive feedback, and provide additional resources and opportunities to support skill development.
3. Monitor staff progress and child outcomes based on student assessments, CLASS, and school readiness goals. Must obtain CLASS certification within 6 months of hire as a condition of employment.
4. Conduct monthly professional development trainings and provide one-on-one coaching based on the needs of teaching staff.
5. Participate in professional development trainings to stay up-to-date on curriculum development and learning strategies.
6. Carry out all other duties as assigned by supervisor.

Hours & Wage
$21.70 per hour
40 hours per week; 52 weeks per year

OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

LHSA
A Community Action Agency

Job Title:	E.C.S. Coach

Division:	Early Childhood

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	**Comments**
Sit	2	This position varies daily, driving to multiple sites and several floors.
Stand	1	Picking up of supplies, loading/unloading and storing them.
Walk	4	Interactions with children, families and staff on a daily basis.
Bend/Stoop	1	

Movements	**Yes/No**	**Comments**
Crawl	Yes	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	**Comments**
Weight Carried	**26-50 lbs.**	

	Pounds	**Comments**
Weight Lifted	**26-50 lbs.**	

Date: Oct 21, 2026