

JOB VACANCY

WHERE: Tucumcari/Clovis/Portales
POSITIONS: Professional Development Coach
OPENING DATE: 9/09/2022
DEADLINE: UNTIL FILLED
CONTACT: 210 West Center St. Tucumcari, NM 88401
901 N. MLK BLVD. Clovis, NM 88101
501 E. 1st St. Portales, NM 88130

The Professional Development Coach is responsible for observing and assessing Head Start and/ or Early Head Start classrooms/activities and for providing on-the-job guidance and training to classroom staff. Primary duties include monitoring/observing classroom operation, completing program checklists pertinent to environments and teaching practices that ensure the maintenance of appropriate learning environments, and utilization of available resources to support the implementation of program Education and curricula goals.

Professional Development Coach- \$19.14 per hr.
\$1,000.00 Sign on Bonus

Qualifications: MINIMUM:

1. At least 21 years of age
2. Bachelor's degree in early childhood education, or a degree in a field related to early childhood education with equivalent ECE course work, and three years' work experience in a Head Start or Early Head Start Program or other early childhood educational setting.
3. Two (2) years computer experience.
4. Able to be cleared through NM State Licensing Bureau requirements for employment in childcare centers.
5. Ability to travel out of town frequently to conduct or complete job responsibilities.
6. Valid New Mexico driver's license, clear driving record and own transportation
7. Able to Provide Documentation of COVID Vaccine's or Medical/Religious Exemption

Preferred:

Baccalaureate or advance degree in Early Childhood Education

EQUAL OPPORTUNITY EMPLOYER

Applications available at:
NM Workforce Connection –
www.jobs.state.nm.us
www.epcaa.org