



Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Social Skills and Prevention Coach
Reports To: Child Development Services Manager
Supervises: None
FLSA Status: Exempt
Pay Grade: 5

General Duties:

The Social Skills and Prevention Coach assists with supporting education staff (teachers, teacher assistants, and home visitors) and families to encourage the development of knowledge, attitudes and practices around social-emotional development of students through a trauma-informed lens. The Social Skills and Prevention Coach responsibilities support high quality consistency between home and the classroom keeping the child at the center of decision-making.

Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Supports the implementation of social skills curriculum and prevention practices in the classroom, through relationship building, assessment, teaching, modeling, and coaching.
- Supports the sharing of social skills information and practices through psychoeducation with families
- Assists teachers and parents with the prevention and response to challenging behavior in the classroom and at home with developmentally appropriate practices to meet the individual needs of each child, including children with special needs.
- Collaborate with classroom education staff to develop social skills goals for individual students
- Develop and facilitate a peer learning community focused on teaching social skills to 0-5 year olds.
- Conduct regular observations in all assigned classrooms and maintain records.
- Participate in professional development opportunities, including workshops and conferences, to bring new and emerging best practices into the program.



- Identify resources and materials that will support the social emotional learning and climate of classrooms and integrate them into program practices.
- Identify, provide and/or coordinate training and presentations for children, educational staff, and families on social skills, developmentally appropriate responses to challenging behavior, and trauma informed practices.
- Participate in program improvement and strategic planning activities.
- Represent the program in the community. Assists with providing community education, develops partnerships, and presents a positive image of Head Start and Early Head Start.
- Use available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Perform other duties and responsibilities as assigned.

Required Knowledge, Skills, Characteristics and Abilities:

- Minimum: Bachelor's Degree in Psychology, Social Work, Counseling, Human Development and Family Studies, Early Childhood, or related field.
- Experience in early childhood education and engaging families preferred.
- Familiarity with Conscious Discipline, Pyramid Model of Social Emotional Skills Development, and Trauma Informed Education practices preferred.
- Experience providing formal trainings, presentations, and workshops to groups preferred.
- Knowledge of Head Start and other agency rules and regulations helpful.
- Oral and written communication, interpersonal and management skills necessary to relate to staff, children, parents, and community resources.
- Must possess strong skills in the use of common office software for word processing, spreadsheets and databases. Ability to learn the use of web-based systems.
- Experience working respectfully with diverse populations, including at-risk families.
- Must meet all requirements for childcare staff as defined by the Illinois Department of Children and Family Services.
- Respect for family, staff and agency confidentiality.
- Respect for the principles of the Equal Employment Opportunities Act and the Americans with Disabilities Act.
- Ability to travel to meetings, trainings and other work sites.
- Ability to work independently and meet strict deadlines.

Essential Functions:

For any program option and/or event, the ability to:

- effectively engage participating children and/or families
- coach staff on prevention and social skills teaching
- conduct classroom observations
- lead social skills groups in classrooms
- travel to meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff



- sit/stand in preschool classroom environment 45% of work week
- sit/stand at a desk 40% of work week
- travel 15% of work week
- lift and carry a child averaging 35 pounds in an emergency situation at a site

Competencies:

- Needs assessments
- Problem Solving/Analysis
- Partnering with families
- Adult learning
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management
- Crisis Intervention
- Child Development
- Trauma informed education practices

Work Environment:

- Primarily climate controlled with minimal safety/health hazard potential
- Bending
- Occasional lifting (overhead, waist level)
- Noise level ranges from quiet with minimal sound distractions from conversation, doors opening and closing to loud preschool classroom environment
- Frequent near-vision use for reading and computer work

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council:

Signature of Employee _____

Date _____

Revised: 5/16/18