

**Child Care Solutions, Inc.**  
**Position Description**

<b>Title: PEDALS (Positive Emotional Development and Learning Skills) Coach</b>		
<b>Team: Quality Improvement</b>	<b>Status: Hourly</b>	<b>Updated: June 2025</b>

**Reporting relationships:**

Reports to: PEDALS CNY Hub Director

**Summary Description:**

The PEDALS Coach provides culturally and linguistically appropriate practical tools, education and coaching for Pre-Kindergarten child care providers and early childhood professionals with the goal of improving the social and emotional skills of 3- and 4-year-old children in early childhood classrooms, while encouraging deep reflection on the true essence of social emotional learning.

**Essential Functions:**

1. Provide coaching to teachers & classroom staff on site at participating early childhood programs/schools, including classroom observation and feedback, modeling of instruction, general consultation regarding effective application of social emotional curriculum, classroom management, use of a screening/assessment tool, and technical assistance on data collection and entry as needed
2. Meet regularly with participating early childhood program administrators to provide coaching and technical assistance in the implementation of PEDALS
3. Serve as a main point of contact for the PEDALS program with administration and classroom teachers, including communicating PEDALS expectations
4. Complete classroom observation forms monthly and submit electronically through an online data portal
5. Maintain participation and service records per agency and funder standards.
6. Monitor project expenditures to ensure costs stay within budget
7. Participate in regular PEDALS staff meetings & coach trainings
8. Assist in planning PEDALS training events and attend training events. Develop, prepare, and facilitate PEDALS and Second Step curriculum trainings
9. Assist early childhood programs/school districts with sustainability activities (e.g., training staff to provide Second Step trainings at the conclusion of PEDALS)
10. Assist PEDALS Director with ongoing program development
11. Stay current with research, regulations and best practice in the early childhood education field.
12. Maintain knowledge of community resources to which providers and parents can be referred for additional services and support.
13. Participate in outreach efforts in the community representing Child Care Solutions and the PEDALS program.
14. Perform these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time.

**Qualifications:**

***Education:*** Minimum bachelor's degree in early childhood education or elementary education with early childhood minor/annotation preferred or related experience

***Experience:*** 3 years of experience teaching young children (ages 3 to 5 years) in a child care or early education program; and 1 year experience in a supervisory, coaching, &/or mentoring role in an early childhood setting required. Knowledge of and experience with screening and/or assessment tools in an early childhood setting is preferred

**Competencies:**

- Knowledge of child development, early childhood theory and best practices in a variety of child care settings
- Demonstrated commitment to improving the quality of early childhood education and the social emotional development of young children, including professional acumen and adherence to NAEYC Code of Ethical Conduct
- Ability to work independently & as part of a team
- Demonstrated ability to work with people from a wide range of economic, ethnic and cultural backgrounds
- Flexibility – ability to adapt to the needs of individual teachers, classrooms, and programs. Flexibility in availability, communication methods, & approach
- Excellent time management skills, including the ability to develop and maintain a scheduling process for in-classroom coaching & administrator meetings
- Ability to communicate effectively with teachers, program administrators, & PEDALS staff
- Proven ability to assist adults with learning and capacity building
- Proficient in basic computer skills
- Knowledge of resources available in the region for early childhood programs and for children with social, emotional, or behavioral needs & their families
- Valid driver's license & reliable transportation

**Level of responsibility:** Works with moderate supervision, exercises high degree of discretion and independent judgment

**Working Conditions:**

**Schedule:** Primarily Monday - Friday, 8:30 AM – 4:30 PM; requires flexibility to accommodate program participant's schedule, may include evening or weekend hours

**Environment:** Agency's Syracuse office and on-site at community venues throughout Cayuga, Cortland, Madison, Onondaga, and Oswego counties.

**Travel:** Local travel throughout Cayuga, Cortland, Madison, Onondaga, and Oswego counties; some regional travel to meetings and training opportunities; infrequent out-of-state travel to conferences and training opportunities

**Customer Responsibilities and Contacts:** Extensive contact with child care professionals and children; some contact with parents and community service agencies; frequent service collaborations with other Child Care Solutions teams and PEDALS program staff from other agencies; some contact with Health Foundation of Western & Central NY and the NYS Office of Children & Family Services; and occasional contact with early childhood equipment and supply vendors

**Physical Requirements:**

- Manual dexterity sufficient for frequent use of keyboard, telephone, and other office equipment
- Ability to receive and convey detailed information
- Ability to sit at a desk for 6 - 7 hours per day
- Ability to stand for 1 - 2 hours for presentations
- Moderate physical exertion: ability to lift up to 25 pounds of equipment or material

**Salary Grade: 5**