



Head Start  
**Classroom Support Coach**  
Full Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self-sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

ADVOCAP is seeking a talented and highly qualified candidate to become a Head Start Classroom Support Coach. Our Head Start Department has Centers in Fond du Lac and Green Lake Counties.

**Responsibilities Include:**

- Support education staff in classroom environments to identify areas of strength and need, set goals, reflective conferencing, and measure progress towards goals with staff.
- Conduct assessments of assigned classrooms, provide rich classroom assistance (substituting if needed), gather valuable data, and facilitate staff learning and achievement through positive and constructive feedback to enhance progress.
- Substitute teach in the classroom on an as-needed basis.

**Job Requirements:**

- BS or BE in Education required
- Prior experience/knowledge of the Practice-Based Coaching model is desired
- Current teaching license required and/or Early Childhood/Four-Year-Old Kindergarten licensing
- Bilingual in English/Spanish or English/Hmong is desired but not required
- Excellent communication skills and a sensitivity to the needs of low-income families
- Will possess or obtain CLASS and TS GOLD Observation certifications
- Attention to detail and the ability to organize and coordinate multiple activities
- Drug screening, and fingerprinting for background checks required

The full-time position is for 36 hrs/wk and is a program year position with a 2 to 3-week Summer Enrichment Program.

Minorities and those with disabilities are encouraged to apply.

Starting wage is \$19.42 per hour. Benefits offered include: health, dental, vision, life, STD, vacation, sick and holiday pay, 401k option

Please submit resumes with cover letter to:  
Human Resources, ADVOCAP, Inc.,  
PO Box 1108, Fond du Lac, WI 54936-1108 OR  
FAX 920-922-7214 OR Email [hr@advocap.org](mailto:hr@advocap.org)  
Responses will be received until position is filled.

<http://www.advocap.org/>

AA/EOE