



Job Title: Parent Aware Quality and CLASS Coach

FLSA Status: Full-Time, Exempt

Salary Range: \$54,000 to \$62,000 annually

Benefits: Health and Dental Insurance, Retirement Contribution (403B), Generous PTO, Life and Disability Insurance

Reports to: Child Care Aware Regional Director/Senior Program Officer

Position Summary

Looking for a rewarding career at an organization that does meaningful work? The Northland Foundation is looking to hire a Parent Aware Quality and CLASS Coach. This work aligns with the organizational mission to support communities in providing quality child care in Northeast Minnesota. The Parent Aware Quality and CLASS Coach will work with the Minnesota Department of Children, Youth and Families (DCYF) to implement program development for child care providers with coaching as they go through the Minnesota Quality Rating and Improvement System (QRIS), called Parent Aware, including Pre-K CLASS Coaching. This position will also support other services provided by Child Care Aware in the region and create community awareness of these services through partnerships and agency collaboration. The Parent Aware Quality and CLASS Coach position serves the counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis and requires work related travel.

Essential Duties and Responsibilities

Regionally Expand Quality & Strengthen Early Care & Education Programs

- Obtain and maintain Relationship Based Professional Development (RBPD) endorsement to become a Parent Aware Quality Coach, which will require dedicated time as part of this position.
- Provide quality coaching and technical assistance services to early learning programs (licensed centers, licensed family child care, preschools, and license exempt pre-K school-age programs).
- Understand and follow the Implementation and Policy Manuals for Parent Aware.
- Maintain integrity of the coaching model to assist child care programs enrolled in Building Quality (BQ), Parent Aware Rating (PA), and Quality Improvement (QI) to align with existing indicators in the Quality Documentation Portfolio (QDP).

Classroom Assessment Scoring System (CLASS®) Coaching

- Obtain and maintain Relationship Based Professional Development (RBPD) endorsement to become a Pre-K CLASS Coach.
- Provide CLASS Coaching with child care centers enrolled in Parent Aware to assess classroom quality.
- Participate in third party CLASS observations on the implementation of BQ and skills development.
- Participate in the monthly CLASS online learning community.

Community Outreach, Collaborations, and Partnerships

- Develop and foster partnerships with other early childhood initiatives and community organizations in the Region and participate in community events when needed.
- Refer providers to other services as appropriate, such as business consultants; health and safety, inclusion, infant and toddler, and mental health coaches.
- Participate in Statewide and District Child Care Aware meetings to develop best practices.
- Attend and participate in DCYF annual training and Mental Health Consultation sessions.
- Develop a strategic plan that will build service partnerships; find best methods to serve cultural and immigrant populations; fulfill contractual obligations; and meet the expectations of the communities served.

Data Collection, Training and Organizational Supports

- Track provider Parent Aware participation and record all coaching and learning events.
- Record all CLASS coaching events.
- Collect and maintain data on outreach and access coordination with all partners, providers, parents, and legal-non-licensed providers.
- Participate in required statewide training including CLASS training; and other courses relevant to the position.
- Contribute programming expertise and strategy to support Northland Foundation related child care initiatives.
- Complete other duties as assigned.

Knowledge, Skills, Abilities

- Associate's degree (or in progress) in child development, early childhood education or in a related field. Bachelor's degree preferred.
- Direct experience working with children 0-12.
- Previous experience in related job responsibilities, including coaching and mentoring.
- Demonstrates exceptional communication and interpersonal skills, fostering positive empathetic support tailored to individual needs.
- Solid problem-solving capabilities essential for guiding child care providers in both formulating and assessing program objectives using the Quality Documentation Portfolio and CLASS Coaching methodologies.
- Knowledge of the State of Minnesota Quality Rating and Improvement System (QRIS) – Parent Aware, including Motivational Interviewing, Reflective Practice, CLASS Observation and Assessment training and skills.
- Meet required training endorsements verified through the Minnesota Center for Professional Development including Minnesota Early Childhood Indicators of Progress; Overview of Curriculum, Assessment: Gathering and Using Information; Motivational Interviewing & Reflective Practice; Environmental Rating Scale; CLASS Awareness; Relationship Based Professional Development.
- Proficiency in making strategic decisions related to the coaching of child care providers, as well as adeptly managing interactions with diverse stakeholders.
- Comprehensive knowledge of child development principles, early learning standards, and available community resources, combined with a solid understanding of public program operations including compliance with relevant laws and regulations.
- Strong analytical skills that enable the evaluation of program-related data, allowing for the extraction of significant insights that can be applied to improve operational practices.

- Ability to adapt to continuous organizational and program, policy and procedural changes working in a team environment.
- Must hold a valid driver's license, current insurance coverage, and access to a reliable vehicle for work related travel. Position requires up to 60% travel.
- Demonstrable commitment to Northland's value of belonging (effort to help all people be fully a part of their community).
- Understanding of Northeast Minnesota's geographic, racial, and socio-economic demographics to support effective engagement with program participants and partners.

Work Environment and Physical Demands

Our office location is in downtown Duluth, but most of our employees work remotely from different communities in our region. Our main requirements for remote work are a stable, reliable internet service, and cell phone service. This role requires the ability to sit or stand at a computer in an office or home-office environment for an extended period of time and the ability to occasionally lift light objects (up to 25 pounds).

APPLY:

If interested, we ask for the following:

1. In the body of an email, please write up to three paragraphs (about 3-7 sentences in each paragraph) telling us why you are interested and about your qualifications for the position. You will not receive more or less consideration because of a longer or shorter email.
2. Attach your resume to the email and, if you have one, share a link to your LinkedIn profile.
3. Please send your email to Julie Weisgerber – Julie@northlandfdn.org

Application Deadline: 4:00 p.m. on July 28, 2025.