

Request for Qualifications

Release Date: September 13, 2016	Number: 16-09-02
Service Needed: Professional Consultant	

About Neighborhood House

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Last year, Neighborhood House served over 12,000 individuals of all ages through programming in the areas of early childhood education, youth development, family & social services, employment & adult education, housing stability and community health.

Scope of Work:

Neighborhood House is seeking an Early Learning Coach to provide coaching and support for increasing CLASS (Classroom Assessment Scoring System) scores in a classroom-based Head Start program with 10 classrooms at 3 different locations. Neighborhood House's Head Start program currently serves 172 children in 10 part day Head Start preschool programs (communities of High Point, Rainier Vista and New Holly in Seattle).

The Early Learning Coach will conduct CLASS observations in all classrooms and will work in partnership with program supervisors and teaching staff to analyze individual classroom CLASS scores, develop quality improvement goals to increase CLASS scores, and model and support best practices in the three CLASS domains: emotional support, classroom organization and instructional support.

Time Period

Procurement Expiration Date: begin immediately through to October 31, 2016.

Responsibilities:

- In collaboration with NH supervisory staff, train classroom staff on the CLASS assessment tool.
- Conduct CLASS observations weekly in the 10 Head Start classrooms.
- Utilize results of CLASS to identify staff strengths and areas for improvement for each classroom.
- Work with supervisors, teaching staff to develop individualized goals and objectives. Provide ongoing assistance and support to implement them.
- Evaluate progress and effectiveness of coaching and training.
- Model professionalism and best practices at all times.
- Submit completed accurate documentation in a regular and timely manner.
- Meet weekly with teaching staff from 10 classrooms for observation, reflection and feedback.

Minimum Qualifications:

- BA (MA preferred) in early childhood education or related field. Exceptions to this may be granted based on a candidate's experience and background as determined by the hiring supervisor.
- Current CLASS reliability through Teachstone.
- Course work and/or formal training in culturally appropriate anti-bias practice and theory; commitment towards continued professional development in this area.

- Five years of work with young children in a group setting.
- Expertise in effective coaching, mentoring and/or other consultation practices that support adult learners.
- Proven ability to build relationships that effectively support people and motivate them toward the achievement of desired goals. Understanding and experience with use of reflective practices.
- Ability to provide leadership, innovation, motivation and constructive feedback to Early Learning professionals.
- Demonstrated commitment to diversity with experience working with diverse individuals, groups, communities, and organizations.

Desired Qualification:

- Bilingual capacity in English and Spanish, E. African and/or SE Asian languages

Evaluation Criteria

Responses will be evaluated and the consultant selected based on the following criteria:

- Qualifications and experience in providing the requested services as exemplified by past projects
- Resume and qualifications of personnel to be assigned to project
- Expertise in programmatic areas of: Child Development, CLASS, Adult Learning Principals
- Knowledge of and experience in identifying innovative opportunities and strategies for classroom-based services

Questions

- Contact: David Johnson (206) 461-8430 ext. 2094 or davidj@nhwa.org
Ericka Newman (206) 461-8430 ext. 2095 or erickan@nhwa.org

Submission Close Date

9/19/2016

Submissions to

- Email or FAX submissions to: anhthun@nhwa.org or (206) 461-3857, Attention: Anhthu Nguyen