Questions and Answers for the Early Childhood Coach RFA

Date: February 11, 2020

Question: I had a question regarding the part-time position. Is this position something that can be done in addition to a full-time position? Will the trainings be evenings and weekends or is it a daytime position?

Answer: The work will occur during school business hours.

Question: How do you apply for the job? If there a link where I can print the application packet? Also, what is the working hours?

Answer: The application can be found in the grey bar at the top of the page located at this link: [https://mdek12.org/PN/RFP](https://mdek12.org/PN/RFP).

Question: My endorsement areas in licensure are 116-Ele Education K-3 and 117-Ele Education 4-6 and 911 CTE Administrator, class AA. I have 15 years’ experience teaching first grade with a total of 25 years in the classroom. Would I qualify with those endorsements to apply for the position?

Answer: The Minimum Qualifications on page 4 reads,

“E. MINIMUM QUALIFICATIONS
Early Childhood Coach

- Knowledge of developmentally appropriate practices;
- Diverse work experiences, including experience in early childhood through second grade;
- Experience leading others in a collaborative process;
- Successful experience facilitating adult learning to a diverse group of educators and delivering professional development specific to early childhood education (e.g., professional development feedback, surveys, letters, etc.);
- Experience providing positive, effective feedback about instruction to educators;
- Knowledge of Classroom Assessment Scoring System (CLASS) - current PreK CLASS reliability preferred;
• Knowledge of and ability to maneuver through web-based early learning data systems;
• Organizational skills, detail-oriented, self-motivated, sensitive to deadlines and a vision to be a team player;
• Fluent in Excel/Word/PowerPoint/Outlook;
• The ability to take direction and advice from leadership in a professional manner;
• The ability to effectively and accurately communicate via phone or email; and
• The ability to travel on a daily basis.

**Special Qualifications**
• Bachelor’s degree in Early Childhood or Education;
• Three (3) years of experience providing on-site technical assistance to early childhood classrooms;
• Three (3) years of experience in the classroom as an educator;
• Three (3) years of experience working with children birth – second grade; and
• Three (3) years of experience working independently without a manager on site.”

**Question:** Part V is the Acceptance of Conditions section and I am wondering where this form is or is it only if I disagree with part of the terms and conditions of job?

**Answer:** Part V is the Acceptance of Conditions for the applicant to indicate agreement with the terms and conditions as set forth beginning on page number 8 of the RFA. If the applicant objects to any of the terms and conditions, the applicant shall so state and shall indicate any revisions desired by the applicant. **Please note that any revisions may be considered adequate cause for rejection of the application.**

Response to Part V can simply be an acceptance statement of the “Acceptance of Conditions”. If the applicant objects to any of the terms and conditions, the applicant shall so state and shall indicate any revisions desired by the applicant.

**Question:** I have Part VI attachment but am unsure as how to complete.

**Answer:** Part VI is located on page 18 of the RFA. Respond to the Contingent Fees Form section and the Proprietary Information section.