

Action for Children



Professional Development Instructional Coach

Who We Are

Action for Children is the local childcare resource and referral agency in central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

We foster a supportive, collaborative, and mission-driven culture where staff are encouraged to bring their whole selves to work, grow professionally, and contribute meaningfully to the well-being of families and communities.

To learn more about our work and impact, visit www.actionforchildren.org.

What You'll Do

As an Instructional Coach on the Professional Development (PD) team, you will provide individualized coaching to early care and education (ECE) professionals while supporting PD programming. This role reports to the PD Coordinator and the Program Manager for Professional Education.

You'll spend most of your time working directly with educators to strengthen skills, especially in early language and literacy and help drive positive outcomes for children.

Travel within Franklin County is required. Occasional evening and weekend hours may be needed to support training sessions. The position begins July 15, 2025.

In this role, you will

- Provide individualized, one-on-one coaching to early care and education (ECE) professionals, with a focus on early language and literacy development
- Collaborate with educators to set coaching goals and track progress over time
- Accurately record and report data in AFC's internal systems following established protocols
- Coordinate and communicate effectively with AFC staff, community stakeholders, and contract trainers
- Support training sessions as needed, including occasional evenings or weekends
- Contribute to the achievement of team and organizational goals, and perform other duties as assigned

Successful candidates will have

- A degree in Early Childhood Education, Human Development, or a related field
- Must meet [Ohio Approved Instructor](#) requirements
- Reliable transportation (mileage reimbursement provided)
- Strong grasp of adult learning principles and instructional design

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- Knowledge of early language and literacy development in early childhood
- Understanding of developmentally appropriate practices in child care settings
- Excellent interpersonal and communication skills (written, spoken, and listening)
- Ability to foster trust and engagement while promoting educator growth
- Awareness of how race, gender, and class intersect to impact educators, programs, and families
- Proficiency with Microsoft Office, PowerPoint, Zoom, and other video conferencing tools

Desired but not Required

- Fluency in an additional language (e.g., Spanish, Somali, Arabic, Nepali)
- Experience with data management systems
- Familiarity with the Ohio Professional Registry
- Knowledge of Step Up to Quality (SUTQ) and Ohio child care licensing rules

Why You'll Love To Work at Action for Children

- **Comprehensive Health Coverage:** Enjoy peace of mind with our health, dental, and vision insurance plans starting within 30 days of hire
- **Generous Paid Time Off:** Recharge with ample vacation days, personal days, and holidays
- **Hybrid Work Schedule:** Enjoy the best of both worlds with a mix of remote and in-office workdays
- **Retirement Savings Plan:** We match your contributions (up to 1%) to help you build a secure financial future
- **Paid Parental Leave:** We provide 12 weeks of fully paid parental leave for all new parents, including birth, adoption, and foster care placements. This time allows you to bond with your new addition without worrying about work or finances.

How To Apply

Interested individuals should apply online at:

[Job Opportunities](#)

We appreciate all applications; however, only candidates selected for interviews will be contacted.

Final candidates will be required to complete reference and background checks as part of our standard hiring process.

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Action for Children is an equal opportunity employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

COVID-19 Policy

Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees. This policy is designed to protect the health of employees, clients, and our community. Reasonable accommodations will be considered for individuals with medical conditions or sincerely held religious beliefs.