



OF WESTMORELAND/FAYETTE, INC.

The Private Industry Council of Westmoreland/Fayette, Inc. will accept bids for the attached contracted Job Coach for Early Childhood Education Classrooms. All bids must comply with the following guidelines:

Dr. Gary Yarbrough
Chairman of the Board

Shujuane L. Martin, MBA
CEO/President

Offices:

Corporate/Greensburg
219 Donohoe Road
Greensburg, PA 15601
Phone: (724) 836-2600
Fax: (724) 836-4588

New Kensington
1150 Fifth Avenue, Suite 200
New Kensington, PA 15068
Phone: (724) 334-8600
Fax: (724) 334-8710

Uniontown
112 Commonwealth Drive
Lemont Furnace, PA 15456
Phone: (724) 430-4818
Phone: (724) 437-2590
Phone: (724) 434-5627
Fax: (724) 430-4827
TTY: (724) 434-5761

Monessen
412 Reed Avenue
Monessen, PA 15062
Phone: (724) 684-4370

Monaca
205 Beaver Valley Mall
Monaca, PA 15061
Phone: (724) 728-2110
Fax: (724) 728-2404

A. GENERAL QUOTE CONDITIONS

1. All bids must be submitted in a sealed envelope marked **“JOB COACH FOR Early Childhood Education Classrooms”** in the lower left-hand corner, to the address below:
Private Industry Council of Westmoreland/Fayette, Inc.
219 Donohoe Road
Greensburg, PA 15601
Atten: Rachel M. Stickle, Chief Financial Officer

Or by email to dcorradini@privateindustrycouncil.com or by fax at (724) 836-4588.
2. Bids must be received by 12:00pm on Friday, January 9, 2026.
3. All bids are to be good for 120 days from the date of the bid opening.
4. Any questions regarding this bid should be directed to Ms. Ericka Thomas, Director of Fayette County Head Start at (724) 430-4818, Ext. 3101.
5. If your bid deviates from any of the specifications, please identify in your bid.
6. The Private Industry Council reserves the right to reject any or all bids.
7. The Private Industry Council reserves the right to award to the lowest, responsible bidder.

d.b.a.
Education and Technology
Institute

Operator of
PA CareerLink

Grantee for
Head Start/Early Head Start
of Fayette County

d.b.a.
PIC Kidz Zone

Grantee for
Head Start/Early Head Start
of Beaver County

Private Industry Council is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 by fax (202) 690-7442 or email at program.intake@usda.gov.

Job Coach for Early Childhood Education Classrooms

The Private Industry Council of Westmoreland/Fayette, Inc. is accepting bids for a Job Coach for Early Childhood Education Classrooms for Fayette County Head Start. The Head Start program provides services to 491 children in center-based classrooms for children three to school-age in Fayette County with eight sites throughout the county and twenty-three classrooms. The ECE Classroom Coach will be contracted for the purpose of completing classroom observations, analyzing, and interpreting child data to develop and implement individualized coaching plans, as well as professional development trainings.

Contract Term/Hours: This contract shall be in effect from February 2, 2026, through June 30, 2026. Either party will have the right to terminate the contract by giving a thirty (30) days' notice in writing to the other party to expire at the end of the initial period or at any time after that. The number of hours is determined by the needs of the program and are 10 hours per week not to exceed a total of 200 hours per the contract period.

Qualifications: The person performing the services shall possess a Bachelor's or Advanced Degree in Early Childhood Education, OR a Bachelor's Degree or Advanced Degree in a related field with two (2) years of classroom experience working with children ages three to five, with at least one year of experience providing training/technical assistance or mentoring. CLASS certified observer or willing to become certified, and experience and with a behavioral management curriculum such as Incredible Years, Conscious Discipline, and/or Positive Behavioral Intervention Support System.

Special Requirements: ECE Classroom Coach will provide a copy of the following:

- Current Act 33 and Act 34 clearances, FBI/DPW and NSOR clearance documentation
- Valid driver's license
- Valid vehicle insurance

Certifications and Licenses: Coach will obtain and maintain all necessary certifications and licenses which will be the sole responsibility of the coach. Copies of all certifications and licenses will be provided to the agency. {CLASS, and/or Teaching Pyramid Observation Tool (TPOT)}

Insurance: The Coach or the coach's employer will maintain sufficient insurance coverage related to the performance of the services for the Head Start programs and shall provide proof of such insurance.

Services to be provided: This list is intended to be representative and may not include all services.

- Observes and collects data on teacher/home visitor instructional practices
- Provides differentiated instructional strategies to teachers that are reflective of student learning styles, cultural orientation, and developmental needs
- Creates a coaching agreement that effectively explains the goals and parameters of the coaching initiative in which the coach and coachee/s are partnering. The agreement should include:
 - time commitment and logistics
 - expected outcomes and measures of success
 - reporting requirements
 - resources available
 - confidentiality
- Sets mutually defined goals and coaching agendas that:
 - Demonstrate respect for and interest in the coachee/s's individual strengths and learning style
 - Provide ongoing support for new behaviors and actions, focusing on learning opportunities even when outcomes are disappointing

- Celebrate coachee/s successes and capabilities for future growth
- Creates, maintains, and implements a strength-based coaching plan with coachee/s using self-reflection strategies and individual goal setting that:
 - Consolidates collected information to establish a coaching plan with the coachee/s that addresses concerns, major areas for learning and program improvement
 - Supports the coachee/s in prioritizing goals and actions
 - Includes goals that are attainable, measurable, specific and have target dates
 - Targets early successes that are important to the coachee/s
 - Supports ongoing reflection with the coachee/s to determine progress on goals and whether adjustments to the plan are necessary
 - Helps the coachee/s identify and access different resources needed to achieve their goals
- Demonstrates how to effectively incorporate Incredible Years curriculum, Head Start Child Development & Early Learning Framework, and PA Early Learning Standards into classroom practices
- Models effective instructional practices
- Creates a timeframe for regular meetings and classroom support
- Documents classroom and teacher/home visitor progress
- Coordinates with site supervisors and staff to ensure collaborative supports are in place
- Engages in on-going professional development on effective coaching techniques, current research, and support curricula
- Submit required documentation such as referral follow up, record of contacts/consults with staff, and invoices in timeframe identified by the program.

Standard of Performance:

Coach warrants and represents that he/she has the capability, means, products, expertise, and experience to provide the services in a manner consistent with the highest standards of the profession.

Confidentiality:

Coach understands that Head Start, including any contractors retained by Head Start, is required to adhere to strict standards of confidentiality. In accordance with this requirement, Coach will maintain confidentiality regarding all information disclosed to or learned by Coach in performing the services regarding Head Start personnel, parents, or children, and that no such information will be disclosed to anyone outside Head Start without Head Start's prior written authorization.

Independent Contractor:

Coach agrees that, in providing the services, he/she is acting as an independent contractor of Head Start and has no authority whatsoever to bind Head Start. As an independent contractor, Consultant agrees to provide all equipment and products reasonably necessary to provide the services.

Indemnification:

Coach shall indemnify, defend and hold harmless PIC's Head Start program, its parent, subsidiaries, affiliates and their employees, agents, officers, directors, shareholders, and contractors (collectively, the "Indemnified Parties") from and against any and all claims, demands, actions, suits, liabilities, damages, losses and expenses, including, without limitation, reasonable attorney's fees and expenses (collectively "Claims") which directly or indirectly arise out of or relate to any act or omission of Coach or their employees, agents or contractors.