

ECE Quality Improvement Specialist

DEFINITION

Under direct supervision of the Local Planning Council Coordinator, this person provides coaching, assessment, and quality support services at a variety of early learning sites.

DUTIES AND RESPONSIBILITIES

Works directly with center/classroom staff to develop improvement plans to achieve quality enhancements and improvement objectives; provides information, training, and technical assistance on quality enhancements; attend trainings to increase coaching skills and knowledge and obtain and maintain certifications as required; assists in ensuring timely completion of quality assessments; track, report on and complete data entry of activities on a regular basis; assists coordinator in on-going evaluation of assigned quality improvement programs and activities; utilizes appropriate program resources (including grant proposals, community contributions, volunteer materials, and legislation); attends appropriate staff, advisory committee, council and board meetings; assists in organizing, coordinating, conducting, and evaluating assigned special events, workshops, conferences and activities; may be required to perform work on the latest office machines, including but not limited to: word processing equipment, on-line computer terminals, printers, scanners and related equipment.

MINIMUM QUALIFICATIONS

Education and Experience

AA degree in Education, Child Development, or similar area. Child Development Permit, Master Teacher Level or above. Bachelor of Arts degree in Education, Child Development, or similar area strongly preferred. Experience and training in quality improvement coaching/mentoring, or active improvement team participation. A minimum of three years' experience working in the Early Childhood field required, with at least one year of supervisory of other leadership experience. Preferred bicultural and bilingual competence in the predominant language (other than English) of the staff serving children in participating sites. Preferred CLASS/ECERS-R reliability, or knowledge of developmentally appropriate child development/program assessment tools.

Knowledge

Knowledge of and ability to implement effective quality improvement approaches. Understanding of Preschool Learning Foundations, current ECE practices, and licensing requirements. English grammar, punctuation, spelling; standard types of office filing systems, common equipment utilized in an office environment. Effective and efficient oral and written communication techniques.

Skills and Ability

Demonstrated organizational and leadership abilities to facilitate and motivate participating in training, technical assistance, and improvement activities. Ability to communicate and cooperate with culturally, linguistically, and diverse staff, various professionals, and community groups. Operate a motor vehicle and various office machines; communicate effectively both in oral and written form; organization and prioritize work; read and apply rules; regulations and procedures; establish and maintain effective inter-personal relationships with staff, families and volunteers; work independently in absence of supervisor; maintain accurate records and reports.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Occasionally frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates

Valid Driver's License

09/22/15