



<b>Job Title:</b>	<b>Quality Specialist</b>	<b>Job Code/ Req#:</b>	<b>20-41</b>
<b>Department/Group:</b>	Quality and Inclusion	<b>Pay Range:</b>	\$14.26-\$20.02
<b>Reports to:</b>	Quality and Inclusion Director	<b>Position Type:</b>	Full Time
<b>Job Category:</b>	Non Exempt - Hourly	<b>Date Created/Revised:</b>	
<b>Filled by:</b>	Vacant	<b>Filled on:</b>	

**JOB DESCRIPTION**

Reporting to the Quality and Compliance Director and in alignment with agency adopted mission and core values, this professional works with child care providers to promote best practices in School Readiness, Voluntary Prekindergarten and other agency initiatives with a focus on the improvement of the quality of the program. This individual may support various child care provider personnel in person, online and via phone.

**KEY TASKS**

- Provides training, technical assistance and coaching to early educators to increase capacity for quality care
- Trains child care providers and staff on best practices, child/adult interactions, quality improvement, and other topics
- Assists caregivers in using strategic teaching methods
- Implements and monitors initiatives that increase program quality
- Recruits, trains and guides child care program participation in activities that increase program quality
- Conducts classroom assessments and uses results to guide technical assistance

**GENERAL RESPONSIBILITIES**

- Obtains, maintains and uses knowledge of program criteria to assist child care providers
- Ensures communication is clear and concise
- Works with agency staff to assist customers

## EXPECTATIONS

- is honest, ethical and transparent
- maintains confidentiality of entrusted information
- is willing to take on responsibilities and challenges
- is willing to accept criticism and deal calmly and effectively with high stress situations
- is reliable, responsible, and dependable, and fulfills obligations
- has reliable transportation
- establishes and maintains personally challenging goals and exerts effort toward mastering tasks
- is careful about detail and thorough in completing work tasks accurately
- reviews work and uses logic to address work-related issues and problems
- challenges the status quo
- is creative and thinks of alternative ways to develop new ideas and answers to work-related problems
- is open to change (positive or negative) and considerable variety of tasks in the workplace
- values diversity
- values team input
- lives agency's Core Values:
  - Assumes Positive Intent
  - Is (Be) Effective
  - Chooses Responsibility
  - Delivers Excellent Customer Service
  - Embraces Fun
  - Finds the Solution that Best Helps the Child

## SALARY SCALE SKILLSET REQUIREMENTS

- Task/Judgement - Performs most tasks with limited supervision
- Independence/Expertise- Uses independent thought for deviation from guidelines
- Service/Initiative - Occasional implementation of programs and procedures
- Supervision - Not developed in this set
- Agency Growth - Not developed in this set

## KEY SKILLS

- Excellent Microsoft Office skills
- Excellent verbal and written communication skills
- Ability to manage multiple tasks at once
- Ability to work well under pressure and succeed in a deadline driven environment
- Ability to work independently and as part of a team

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Associate's Degree (Bachelor's preferred) in Early Childhood Education or related field from an accredited institution
  - Three (3) years experience in early childhood education
  - Two (2) years experience training/coaching adult learners
  - Department of Children and Families 45 hours Introductory Training
- Preferred -
- Making the Most of Classroom Interactions certification
  - CLASS observer certification for all age levels
  - Proficiency with Teaching Strategies Gold

**OTHER**

- Travel: Local, Out of County
- Telecommute Eligible: Yes
- Leave Requirement: None
- Training/certification in Making the Most of Classroom Interactions (MMCI), CLASS, Coaching and Teaching Strategies Gold required as available
- Ability to work evenings and weekends

**PHYSICAL REQUIREMENTS**

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear
- Must regularly lift and/or move up to 20 pounds, occasionally lift and/or move up to 50 pounds with assistance
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time

**WORK ENVIRONMENT**

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities may perform essential functions
- May be exposed to outside weather conditions
- Temperature in the buildings may fluctuate
- Children may be present
- May require overnight travel

**Job Description Acknowledgement: I acknowledge receiving a copy of this job description and discussing it fully with my supervisor. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the organization.**

Employee Signature:		Date:	
Supervisor Signature:		Date:	