

DOWN EAST PARTNERSHIP FOR CHILDREN

POSITION: Quality Improvement Specialist NCPK

REPORTS TO: Subsidy Program Manager

CLASSIFICATION: Non-Exempt

HOURS PER WEEK: 40 Hours

DATE: _____

APPROVED: _____

Executive Director

PRIMARY PURPOSE:

- To provide professional development, technical assistance, coaching and mentoring to early care and education programs associated with DEPC Subsidy and CCR&R Programs.

ABILITIES NEEDED:

- Process management, problem solving and strategic planning skills
- Presentation and group facilitation skills
- Ability to work independently and organize multiple tasks
- Ability to communicate ideas effectively, both orally and in writing
- Initiative to plan and execute tasks and programs with minimal direct supervision
- Strong understanding of adult learning styles and appropriate educational practices
- Strong understanding of child development and the early childhood educational system
- Strong understanding of developmentally appropriate practices
- Ability to present a professional positive attitude and composure in day to day work in high pressure situations
- Ability to establish rapport and effectively communicate with individuals of varying ages, educational levels, ethnic backgrounds and socio economic backgrounds
- Knowledge of local, state and federal early childhood issues, resources and legislative processes
- Knowledge of the NC Child care Licensing System, Environment Rating Scales, and Foundations
- Strong understanding of the NC Pre-K program Requirements and Guidelines, developmental screenings, early childhood curricula, formative assessments, and early childcare monitoring tools for the purpose of compliance
- Computer experience with database, word-processing and reporting programs

WORK EXPERIENCE REQUIREMENTS:

- At least three years paid experience in early childhood education classroom
- Must be a strong team player
- Successful experience coaching, documenting, and providing continuous quality improvement

ESSENTIAL RESPONSIBILITIES:

A. NCPK Program

Provides technical assistance to teachers and administrators through mentoring, coaching and consultation through site visits to programs in order to maintain program guidelines and requirements to include:

- Provides Level 1 General Technical Assistance:
 - This level of technical assistance (TA) will be general, content specific and for emergency situations such as Abuse/Neglect Cases and time sensitive ERS Preparation. This level of TA will not require a Technical Assistance Plan and will only allow for one to two TA contacts either through phone calls, visits or emails.
- Provides Level 2 Technical Assistance:
 - This level of on-site TA will be short term with 1 to 6 months of contacts based on the needs and will require a Technical Assistance Plan. These cases will include but are not limited to ERS preparation, lesson planning, curriculum implementation, formative assessments, transitions, family engagement, nutrition/physical activity planning, licensing violations, and recommendations of license child care consultants.
- Provides Level 3 Technical Assistance:
 - This level of on-site TA will be long term with a 12-month span project specific goals to build leadership capacity
- Provides professional development for NCPK program teachers and administrators based on the current trends, needs of the program and NCPK program requirements
- Provides support to the Subsidy Team by participating in Site Visits as needed
- Assists with the coordination of materials distribution process for Subsidy sites as needed
- Inputs technical assistance data in WLS to document quality improvement activities

B. CCR&R Core Services

- Provides technical assistance, coaching and support to family child care homes and center based providers, as needed by:
 - Distributing Provider Packets to child care programs interested in a child care program
 - TA support during licensing
 - Pre-licensing information available for centers
 - Inputs technical assistance data in WLS to document quality improvement activities
- Coordinates with the CCR&R Program Manager to determine candidates for technical assistance based on readiness and current DEPC-CCR&R target outcomes.
- Coordinates with the CCR&R Services team to develop the Professional Development training schedule. Topics may include but are not limited to:
 - Foundations
 - FCCERS, ECERS
 - Emergency Preparedness
 - CLASS
 - Art and Science of technical Assistance
 - Curriculum and Lesson Planning
 - Triple P Seminar (Targeted to Child Care Programs)
 - Other trainings as needed
- Provides documentation of professional development

- Provides support to the Lending Library by:
 - Scheduling appointments
 - Attending to appointments
 - Recruiting new members
 - Maintaining the work room area during appointments

TEAM RESPONSIBILITIES

- Represents the Down East Partnership for Children Subsidy and CCR&R teams accurately and professionally in the community
- Travels as needed to attend and to assist in providing training, presentations, etc.
- Identifies organizations with which to coordinate and share resources, and develops working relationships with them
- Advocates for quality child care and other support services for families and children
- Assists with all child care provider recruitment activities
- Involved in community outreach/ business outreach
- Involved in national, local agencies, organizations or civic groups promoting DEPC and a member of the NAEYC
- Trained in Playground Safety practices
- Receives the Early Educator’s certification with PD and TA Endorsement
- Attends all DEPC staff meetings and retreats which may include an out of town retreat, CCR&R local and regional meetings, NCPK Advisory Committee meetings, Director’s Leadership Connection, and DCDEE Licensing Consultants meetings
- Uses TA agreements and evaluations and completes for data submission to support the completion of the Quarterly Reports for all quality improvement activities
- Other duties may be assigned by the Subsidy Program Manager, Program Director and/or the DEPC Executive Director

EDUCATION:

- A minimum bachelor’s degree in child development, early childhood education, human services, or other directly related field.
- Early Educator’s Certification-Level 11 and Early Educator Professional Development and Technical Assistance endorsement preferred

PHYSICAL REQUIREMENTS:

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear
 - Periodically required to stand; walk, stoop, kneel
 - Occasionally required to lift up to 25 pounds
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer
- The position also requires the ability to work under pressure over periods of time