

DOWN EAST PARTNERSHIP FOR CHILDREN

POSITION: **Quality Improvement Specialist (Core)**

REPORTS TO: **CCR&R Core Services Program Manager**

CLASSIFICATION: **Exempt**

HOURS PER WEEK: **40 Hours**

DATE: _____

APPROVED: _____
Executive Director

PRIMARY PURPOSE:

The Quality Improvement Specialist provides technical assistance, coaching and training to early care and education programs (Start Ups, Licensed Child Care Facilities, Family Child Care Homes and School Age) across the Region (Halifax, Warren, Edgecombe, Nash, and Wilson)

KNOWLEDGE, SKILLS AND ABILITIES

- 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 socioeconomic backgrounds.
- Knowledge of local, state, and federal early childhood issues, resources, and legislative processes.
- Knowledge of NC Child Care Licensing System, Environment Rating Scales, CLASS and Foundations
- Computer experience with Microsoft Word, Excel, Teams, virtual platforms, and data entry.

WORK EXPERIENCE REQUIREMENTS:

- At least three years paid experience in early childhood education classroom.
- Must be a strong team player
- Successful experience and knowledge of the coaching model and continuous quality improvement process

ESSENTIAL RESPONSIBILITIES:

- Provides technical assistance, coaching and support to Potential Child Care Providers including:
 - Distributing Potential Provider Packets including Pre-licensing information
 - TA support during licensing process
 - Data collection, entry, and reporting in WLS
- Conducts site visits to child care providers participating in the quality improvement process
- Conducts mock assessments for the environmental rating scales, CLASS (Classroom Assessment Scoring System) and other assessments as needed.
- Assists child care programs with development and implementation of quality improvement plans to achieve a higher license rating
- Provides professional development and technical assistance to improve physical activity and nutrition environments across DEPC programs.
- Assists the Technical Assistance Team with selecting candidates for technical assistance based on readiness and current DEPC-CCR&R target outcomes.
- Implements Technical Assistance according to DEPC Technical Assistance Plan.
- Collaborates with the CCR&R Core Services team to develop the Professional Development training calendar across the Region.
- Supports the Lending Library by:
 - Scheduling appointments
 - Attending to appointments
 - Reviewing memberships monthly
 - Sending out Renewal letters
 - Recruiting new members
 - Completing and disseminating yearly evaluation of services
 - Completing the annual inventory and maintains the database
 - Maintaining the work room area
 - Replenishing and purchasing of new materials as
- Provides on-site training for providers for proper utilization of indoor and outdoor learning environments
- Cross team collaboration to share knowledge of licensing rules and regulations as well as child care provider participation in the Quality Improvement Process
- Provide technical assistance to the DEPC Scholarship sites to maintain program standards.
- Attend Director's Leadership Connection
- Utilizes trend data related to star rating and quality of programs across the Region
- Tracks and enters data in WLS to support the completion of Quarterly Reports for all quality improvement activities

TEAM RESPONSIBILITIES

- Represents the Down East Partnership for Children and CCR&R 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 childcare and other support services for families and children
- Assists with all childcare provider recruitment activities
- Involved with Community Outreach/Business Outreach
- Involved in national, local agencies, organizations or civic groups promoting DEPC and a Member of the NAEYC
- Attends all CCR&R staff meetings, Directors Leadership Connection, Regional CCR&R and DCDEE Licensing Consultants Collaboration Team meetings, DEPC staff meetings and retreats which may include an out-of-town retreat
- Other duties as may be assigned by the CCR&R Core Services Program Manager, DEPC Executive Director and/ or Program Director

EDUCATION:

- A minimum bachelor's degree in child development, early childhood education, human services, or other directly related field.
- Ability to obtain required Early Educator's Certification-Level 11 and Early Educator Professional Development and Technical Assistance endorsement.
- Ability to obtain Train the Trainer certification for trainings to include but not limited to Playground Safety Training, NC Foundations, CLASS and Environmental Rating Scales.

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
 - Regularly 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 periodically work under time pressure