

Child Care Solutions, Inc. Position Description

Title: Child Care Quality Improvement Specialist
Team: Child Care Quality Improvement Status: Non-Exempt Updated: August 2023

Reporting relationships:

Reports to: Director of Child Care Quality Improvement

Summary Description:

The Child Care Quality Improvement Specialist implements the Child Care Solutions' Quality Improvement Initiative educational programs for child care providers by providing direct consulting and training services as a member of the Child Care Quality Improvement Team.

Essential Functions:

1. Implements the Child Care Quality Improvement (CCQI) Initiative under the supervision of the Director of CCQI and in coordination with the Early Childhood Alliance.
2. Conducts a continuum of training, technical assistance and coaching support using *Family Child Care Environmental Rating Scale – Third Edition (FCCERS-3) Assessment Tool*, *Business Administration Scale (BAS) for Family Child Care*, *The Creative Curriculum (for Family Child Care and/or Infants, Toddlers & Twos)*, and *Coaching to Fidelity Tool* to meet the diverse needs of early childhood professionals who are participating in the CCQI Initiative.
3. Writes curricula, teaches classes, and provides one-to-one technical assistance, coaching and consultation along with other team members.
4. Maintains participation, service and evaluation records per agency and funder standards.
5. Stays current with research, regulations and best practice in the early childhood education field.
6. Incorporates the perspectives of multiple communities, including communities of color, in consideration of the impacts and outcomes of the work.
7. Is knowledgeable of community resources to which providers and parents can be referred for additional services and support.
8. Participates in outreach efforts in the community representing Child Care Solutions and its provider services.
9. Performs these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time.

Qualifications:

Education: Master's Degree in Early Childhood, Child & Family Studies or related field, or Bachelor's degree with additional experience; all candidates must possess certification in *FCCERS-3* & *BAS*, and training in *Creative Curriculum* and *Coaching to Fidelity* or achieve certification/training within one year of initial employment.

Experience: Requires 2 years' experience in the Early Care and Education Field working directly with families and young children from diverse racial, ethnic, and socioeconomic backgrounds; and adult education experience.

Qualifications (con't):

Competencies: Solid background in early childhood theory and practice, effective oral and written communication, presentation skills, knowledge of curriculum development and program design, knowledge of child care operation and best practices, creativity, proficient in use of MS Office, strong management and leadership skills, knowledge of community and educational resources and ability to work with people from a wide range of economic, ethnic and cultural backgrounds

Level of responsibility: Works with some supervision, exercises high degree of discretion and independent judgment

Working Conditions:

Schedule: Requires flexibility, some evening and weekend hours

Environment: Agency's Syracuse office and onsite training venues at community sites throughout the county

Travel: Frequent local travel to provider sites, some regional meetings and training presentations, some travel within NY State, infrequent out-of-state travel to conferences or professional development training

Customer Responsibilities and Contacts: Extensive contact with providers, some contacts with children and parents and community service agencies; regular collaboration with other agency staff; some contact with NYS Office of Children & Family Services representatives; occasional contact with early childhood equipment and supply vendors

Physical Requirements:

- Manual dexterity sufficient for frequent use of telephone, keyboard, calculator, and other office equipment
- Ability to receive and convey detailed information.
- Ability to sit at a desk for 6 - 7 hours per day.
- Ability to stand for 1 - 2 hours for presentations.
- Moderate physical exertion: Regular lifting of up to 25 pounds of equipment or material

Salary Grade: 4