

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Quality Improvement Specialist
Program:	Link Child Care Resource & Referral
FLSA Class:	Non-Exempt
Position Accountable to:	Supervisor, Director – Link CCR&R, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Serve as Quality Improvement Specialist
Educational Requirements:	A master's degree in early childhood, developmental psychology, or child development preferred A bachelor's degree in early childhood, developmental psychology, or child development accepted
Experiential Requirements:	With a master's degree: one year of professional experience in a management position or a leadership position in the field of early childhood preferred With a bachelor's degree: at least one year of professional experience in a management position or a leadership position in the field of early childhood and two years' experience as an administrator of a Tier II or Tier II/NAEYC/NAFCC accredited early childhood program
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Provisional Employment Period:	6 months
Pre-Employment Requirement:	Must pass drug screening and have acceptable background check

Capabilities/Skills:
<p>Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.</p> <p>Reliable, responsible, respectful and dependable.</p> <p>Show attention to detail and work efficiently and accurately.</p> <p>Must be eligible to meet requirements of the STARS career pathway including becoming a</p>

STARS credentialed trainer.

Able to travel extensively and work flexible hours.

Have access to a dependable transportation and a personal credit card.

May need to be able to lift wheelie carts, training equipment, shipments, deliveries, reams of paper, equipment, and resources.

May also need to be able to move file cabinets, desks, book cases, etc. and/or unload vehicles as needed or requested.

Ability to engage effectively with the public and community.

Essential Responsibilities:

Agency

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow all Agency policies and procedures and promote agency philosophy and mission.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Submit all forms as requested in accordance with RVCDS policies and procedures.

Program

Participate in required meetings including but not limited to, staff meetings, unit meetings and quarterly statewide meetings with Tiered Reimbursement/QRIS State Coordinator.

Participate in the CCR&R professional development team and implement all professional development team responsibilities.

In collaboration with supervisor, develop an individual professional development plan to reinforce and extend knowledge including, but not limited to Tiered Reimbursement and QRIS.

Complete online trainings for rating scale which may include but not limited to: ITERS-R, ECERS-3, FCCERS, SACERS, and CLASS.

Participate in practice observation of rating scales which may include but not limited to: ITERS-R, ECERS-3, FCCERS, SACERS, and CLASS with the Division of Early Care and

Education.

Be well versed in Tiered Reimbursement and the application process.

Be well versed in QRIS standards.

Be well versed in National Association for the Education of Young Children (NAEYC) and National Association for Family Child Care (NAFCC) accreditation standards.

Provide trainings that are directly related to the WV Tiered Reimbursement System.

Provide on-going support and site visits to providers who are in the process of applying for Tier II.

Provide routine site visits to all current Tier II providers.

Attend annual Build Conference annually.

Plan and facilitate, either individually or as a collaborative group, in training of the purpose, process and application of West Virginia Tiered Reimbursement System and QRIS.

Provide telephone and on-site consultation to directors of child care centers, family child care facilities and family child care homes regarding Tiered Reimbursement.

Provide outreach to ECE programs to educate them on Tiered Reimbursement and quality improvement using brochures, on-site visits and phone calls.

Provide community education to families about Tiered Reimbursement using brochures, PSA's and community education presentations.

Participate in efforts to recruit child care centers, family child care facilities and family child care homes in participation of applying for a higher tier in the WV Tiered Reimbursement System through on-site visits, mentoring with program directors or any other methods they find effective.

Assist child care program director/administration in determining training needs in order to increase quality.

Communicate with and get input from Licensing Specialists and Regulatory Specialists about programs who have consistently proved to be offering higher quality and could be contacted regarding participation advancing through the West Virginia Tiered Reimbursement System.

Participate in state level projects in which expertise in Tiered Reimbursement/QRIS is needed as time permits.

Research current trends in Tiered Reimbursement/QRIS.

Build and maintain rapport, develop and maintain constructive and cooperative working relationships with providers and maintain them over time.

Submit for approval all specific budget requests for materials, supplies and training resource materials.

Maintain and submit monthly and quarterly training statistics.

Participate on committees relevant to program/projects as requested.

Any other duties assigned by the Executive Director, Director – Link CCR&R, Supervisor.

Staff Signature: _____

Date: _____