



**POSITION PROFILE**

<b>POSITION TITLE:</b>	<b>Quality Counts Program Specialist</b>	<b>DEPARTMENT:</b>	<b>Professional Development</b>
<b>SALARY RANGE:</b>	<b>\$36,000-\$48,000</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Director of Professional Development</b>	<b>EFFECTIVE:</b>	<b>07/01/2010</b>

**POSITION PURPOSE:**

To provide a program that increases the overall level of quality for the participating child care providers and family child care homes through quality assessments(using the Environmental Rating Scales), training, technical assistance and financial awards and grants as incentives.

**ESSENTIAL FUNCTIONS AND BASIC DUTIES:**

- Initial review of Quality Counts for Children self-study packets
- Coordinate assessment schedules
- Provide technical assistance to providers participating in the Quality Counts for Children Program
- Monitor and document participants' progress and program outcomes
- Validation of Quality Counts for Children self-study packets
- Maintain database using ERS data system
- Conduct reliability checks on all contracted assessors
- Assist with coordinating/providing training on topics related to the standards that need improvement
- Host provider training sessions/Director meetings on the ERS monthly
- Conduct ERS assessments as needed
- Market Quality Counts Program
- Serve as a facilitator for ELC trainings
- Maintain a database on participants' progress and program outcomes
- Submit reports to the Director of Professional Development as needed
- Attend the ELC's Professional Development Committee

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Able to work independently with minimal supervision.

- Excellent computer skills, including Word, Excel, PowerPoint and Access in a Microsoft Windows environment
- Effective oral and written communication skills
- Excellent interpersonal and public relations skills and the ability to interact with all levels of management
- Excellent organizational skills, ability to move quickly from one task to another as needs dictate, and able to prioritize work to meet deadlines
- Must be able to identify and resolve problems in a timely manner
- Physical abilities: the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. The noise level in the work environment is usually quiet to moderate. Reasonable accommodation can be made to enable people with disabilities to perform this job.

**REQUIREMENTS:**

- Bachelor's degree in child development, early childhood education or related field. Master's degree preferred.
- 5 years of experience working with child care programs.
- Experience giving presentations and public speaking.
- Experience in designing and implementing training activities and materials
- Flexible working schedule to accommodate evening and weekend events and presentations.
- Trained and deemed reliable on the ERS tools including the ITERS-R, ECERS-R and FCCERS-R
- Ability to transport self to meetings, gatherings, presentations, throughout the community.

THIS DESCRIPTION in no way states or implies that these are the only job duties performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties, responsibilities, and requirements are essential to the job. Job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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Signature /Date