

JOB DESCRIPTION

POSITION TITLE:	Quality Specialist
FLSA STATUS:	Exempt
PAY RATE:	\$40,000 annually
DEPARTMENT:	Provider Relations
DATE:	April 1, 2019

POSITION SUMMARY

The Quality Specialist supports the Regional Area Manager and is responsible for assisting providers implement Quality Strategies according to the ELC's School Readiness Coalition Plan and Office of Early Learning (OEL) requirements. This position will support providers with continuous quality improvement through quality strategies such as but not limited to coaching, technical assistance and training providers. This position provides valuable insight to the Regional Area Manager regarding regional issues, concerns and successes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct program assessments using the Classroom Assessment Scoring System (CLASS) according to OEL requirements
- Coach and train providers on all aspects of early childhood Best Practices, including Making the Most of Child Interaction (MMCI) and CLASS
- Implement quality strategies per OEL guidelines to providers and monitor progression
- Work collaboratively to design and facilitate professional development related to trainings (including International Association for Continuing Education and Training), Communities of Practice and workgroups
- Perform other duties that may be necessary to maintain the success of the organization, as determined by leadership

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

- Bachelor's degree from an accredited institution in early childhood education, social services or other closely related field
- Minimum 5 years of experience in an early learning environment, with a minimum of 2 years' experience coaching and training early childcare professionals in a classroom environment
- Certification in COP and Coaching from college or university program
- MMCI experience preferred
- Familiarity with CLASS; CLASS certified preferred
- Knowledge of School Readiness and VPK policies and procedures (Florida Statutes and Florida Administrative Code), especially as it relates to quality initiatives and School Readiness Health and Safety requirements
- Ability to apply adult learning styles
- Ability to design, plan and provide competency-based training
- Successful completion of the level 2 background screening standards as set forth in s. 435.04, F.S.
- Valid Florida's driver license and the ability to drive a passenger vehicle
- Bi-lingual English/Spanish preferred
- Advanced organizational, analytical, project management, interpersonal, verbal and written communication skills
- Ability to provide consultation and technical assistance
- Intermediate skills with Microsoft Office Products

Physical Activity/ Work Conditions

- **Work Environment:** This job operates in a general office setting. This role routinely uses standard office equipment such as computers, phones, copiers/fax machines. While performing the duties of this job, the employee frequently interacts with staff, vendors, and the general public in person and via telephone and email.
- **Physical Demands:** While performing the duties of this job, the employee will be required to sit for prolonged periods of time, at a desk, utilizing a computer and reviewing online and paper documents. The employee will also be required to lift and move up to 25 pounds and occasionally lift and move up to 50 pounds.
- **Position Type and Expected Hours of Work:** This is a full-time position. Standard hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m. (37.5 hour workweek), however evening and weekend hours will be required.

The statements in this Job Description are intended to describe the general nature and minimum level of work required. The content should not be construed as a complete list of all duties, responsibilities and skills required to meet the criteria for this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Early Learning Coalition of Hillsborough County does not discriminate against employees or clients based on race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. The coalition will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA).

We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local law.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.