

Job Description: QRIS Coach

Department: Supporting Early Education & Development (SEED)

Last Revised: 4/2021

Definition

The QRIS Coach will provide onsite Quality Rating and Improvement System (QRIS) coaching and training to programs operating in school districts and/or licensed child care locations in an effort to build capacity to provide quality early learning programs. This position requires an understanding of best practices in Early Childhood Education; State of Nevada licensing regulations; school district Pre-K Programming; Early Childhood Environment Rating Scale (ECERS) and/or Infant Toddler Environment Rating Scale (ITERS); Classroom Assessment Scoring System (CLASS), and Nevada's Silver State Stars QRIS. The Coach will model best practices in early childhood education in all aspects of this position.

Supervision Exercised

None

Duties

- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
- Read, understand, and apply all agency and department policy and procedures set forth in both the Agency Handbook and SEED Program Manual.
- Achieve initial 80% reliability within 10 reliability visits on each ERS scale. Maintain 80% reliability thereafter.
- Achieve and maintain annual certification on CLASS PreK and Infant/Toddler Observation.
- Enroll programs in the QRIS coaching program including educating teachers and administrators on their responsibilities and signing Memorandum of Understanding (MOUs).
- Collaborate with providers to identify strengths and areas for improvement after analyzing ITERS and/or ECERS pre-assessments.
- Develop quality improvement plans for programs based on the program's ERS scores.
- Provide on-site visits to all programs enrolled in QRIS coaching program.
- Provide training, resources and approve grants for materials based on the program's quality improvement plan. Must deliver at least four (4) Nevada Registry approved training sessions each year.
- Complete 15 hours of continuing education each year to remain a Nevada Registry qualified trainer.
- Participate in community outreach events to promote awareness of Silver State Stars QRIS Coaching, other Cabinet services, and key ECE messages in accordance with the annual plan.
- Collaborate with other early childhood agencies that are providing technical assistance and coaching to identify and resolve program gaps and prevent duplication of services.
- Collaborates with other SEED and Family Youth Interventions (FYI) department services.
- Maintain provider files, input information in applicable data systems, and generate reports.
- Promotes and models own continuous improvement and professional growth.
- Participate in the development of consumer education materials, (newsletters, tip sheets, calendars, brochures, etc.).
- Performs other duties as assigned to assist in the overall operation of the agency.

Entry Level Qualifications

Knowledge of:

- Quality standards and best practices in the field of early education, including knowledge of Environment Rating Scales (ERS), CLASS, curriculum implementation, and child assessments.
- Early childhood education practices and principles that encompass different types of child care settings.
- Child care licensing requirements.
- Adult learning techniques, facilitation skills, and technical assistance learning systems.
- Computer programs including Microsoft Word, Excel, Power Point, data base programs, etc., and the desire to learn new programs.

Ability to:

- Communicate clearly and concisely both in writing and verbally.
 - Be organized and use effective time management.
 - Use outstanding customer service skills.
 - Facilitate positive communication with customers.
 - Work independently and collaboratively with staff and community agencies.
 - Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.
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Special Requirements

- Minimum of a bachelor's degree in early childhood education or related field.
- Must have 3-years of experience in early childhood education settings.
- Experience in Pre-K School District settings is strongly preferred for Pre-K coaching positions.
- Experience in licensed family child care is strongly preferred for Family Child Care QRIS positions.
- Obtain a negative TB skin test or chest x-ray and proof of current immunizations for Mumps Measles and Rubella (MMR) and Diphtheria, Tetanus, and Whooping Cough (pertussis) (DTap).
- Achieve and maintain 85% reliability on Environment Rating Scales (ERS).
- Achieve and maintain certification on CLASS.
- Be physically capable of performing all job duties including but not limited to: walking up and down stairs; bending and being able to lift and carry weight upwards of 25 lbs.;
- Must have reliable transportation to get to and from work.
- Requires some weekend and evening work.
- Requires some out-of-state travel to attend trainings and up to 90% travel to provide onsite coaches services.

License or Certificate

- Able to pass complete background check.
- May be required to maintain current child care worker requirements.
- Must possess a valid Nevada Driver's License, and have proof of current insurance if using a personal vehicle for agency business.

Benefits

- Eligible to receive Cabinet benefits for full-time staff.
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