

**Job Description: Coordinator - QRIS**  
**Department: Supporting Early Education & Development (SEED)**  
**Focus: Quality**  
**Status: Exempt**  
**Level: Level 4**  
**Last Revised: 9/2021**

### **Definition**

The QRIS Program Coordinator will coordinate the Quality Rating and Improvement System (QRIS) activities and directly supervise the QRIS Coaches and/or Supervisors in their assigned region and may also include QRIS Coaching responsibilities at a reduced caseload. This position requires an understanding of best practices in Early Childhood Education, State of Nevada licensing regulations, district pre-K programs, environmental rating scales, and Nevada's Silver State Stars QRIS.

### **Supervision Exercised**

QRIS Coaches and/or Supervisor

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### **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 CCR&R Program Manual.
- Works with QRIS program coordinators of other assigned regions and program managers to develop, implement, evaluate and revise the *QRIS Annual Plan*.
- Provides quarterly visits with QRIS Coaches for ongoing support and quality control.
- Works with program manager to achieve objectives within budgeted amounts.
- Maintains or ensures that statistical information is gathered for performance outcomes and that that specific grant and reporting requirements are met.
- Collaborate with providers to identify strengths and areas for improvement after analyzing data from Infant Toddler Environmental Rating Scale (ITERS) and Early Childhood Environmental Rating Scale (ECERS) pre-assessments
- Ensures that all services provided, curriculum, and resources used or developed meet latest research and best practices including ITERS, ECERS and Classroom Assessment Scoring System (CLASS) and Pyramid Model.
- Facilitate the development and implementation of a quality improvement plan and document provider improvement on the plan
- Conduct on-site coaching and training of staff and/or coordination of other training opportunities that support broader audiences.
- Maintain ITERS and ECERS reliability with the statewide QRIS assessor by participating in reliability checks.
- *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.*
- Maintain provider files, input information in applicable data systems, generate reports, and carryout other data-related activities
- Other duties as assigned.

**Knowledge of:**

- Early childhood education principles and practices that encompass different types of child care settings.
- Quality standards and best practices in the field of early education, including knowledge of ITERS, ECERS, CLASS, Pyramid Model, various early childhood settings, curriculum implementation and child assessments.
- 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.
- Positive parenting concepts and work/life supports for families.
- Child care licensing requirements statewide.

**Ability to:**

- Communicate clearly and concisely both in writing and verbally.
  - Be organized and use effective time management.
  - Work independently.
  - Use outstanding customer service skills.
  - Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.
  - Be physically capable of performing all job duties. This may include lifting up to 40 lbs.
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**Special Requirements**

- Bachelor's degree in Early Childhood Education or closely related field.
- At least three years of experience in Early Childhood Education.
- QRIS coaching experience.
- Minimum 2 years of experience in supervision and management.
- Must possess reliable transportation to get to and from work.
- Most possess a valid Nevada Driver's License and proof of insurance if utilizing a personal vehicle for company business.
- 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).

**License or Certification**

- Able to pass complete background check.
- May be required to maintain current child care worker requirements.

**Benefits**

- Eligible to receive Children's Cabinet benefits.
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*The Children's Cabinet is an equal opportunity employer and encourages persons to apply regardless of their race, sex, sexual orientation, veteran status, color, religion, national origin, age, handicap, familial status, political affiliation or beliefs.*