

**Job Description: Coordinator - QRIS**  
**Department: Supporting Early Education & Development (SEED)**  
**Focus: Quality**  
**Status: Exempt**  
**Level: Level 4**  
**Last Revised: 8/2015**

### **Definition**

The Tribal Quality Rating and Improvement System (QRIS) Program Coordinator will work closely with the QRIS Program Manager to develop and coordinate the Tribal QRIS model. Position will directly supervise the Tribal QRIS Coaches in their assigned region and may also include QRIS Coaching responsibilities at a reduced caseload. This position requires an understanding of best practices in working with Native American Tribal Governments, Early Childhood Education, State of Nevada and tribal licensing regulations, environmental rating scales, and Nevada's Silver State Stars QRIS.

### **Supervision Exercised**

QRIS Coaches

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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 closely with Nevada Department of Education to further previous work in establishing a Tribal QRIS model.
- Develops and maintains a strong working relationship with individual sovereign nations and child care providers in these communities to inform the Tribal QRIS Model to ensure the model is culturally relevant and respectful.
- Works with QRIS Program Managers to and Nevada Department of Education to develop, implement, evaluate and revise the *Tribal QRIS Annual Plan*.
- Works with QRIS Program Manager to achieve objectives within budgeted amounts.
- Provides quarterly visits with QRIS Coaches for ongoing support and quality control.
- Maintains or ensures that statistical information is gathered for performance outcomes and that that specific grant and reporting requirements are met.
- Ensures that all services provided, curriculum, and resources used or developed are culturally responsive, and meet latest research and best practices.
- 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 and maintain annual certification on the CLASS.
- Participate in tribal 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:**

- Nevada's sovereign nations and how to engage key stakeholders in Nevada's tribal communities.
- 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, tribal child care 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:**

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

**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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