

**Job Description:** 4 & 5 Star QRIS Coach**Department:** Supporting Early Education & Development (SEED)**Last Revised:** 10/2021**Definition**

This position will provide onsite Quality Rating and Improvement System (QRIS) coaching and training to 4 and 5 star child care programs 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; Early Childhood Environment Rating Scale (ECERS), Infant Toddler Environment Rating Scale (ITERS) and Family Child Care Environment Rating Scale (FCCERS); Classroom Assessment Scoring System (CLASS), Nevada's Silver State Stars QRIS, and Pyramid Model. The Coach will model best practices in early childhood education in all aspects of this position.

**Supervision Exercised**

None

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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 SEED Program Manual.
- Achieve initial 80% reliability within 10 reliability visits on each ERS scale. Maintain 80% reliability thereafter.
- Use CLASS PreK and Infant/Toddler Observation training concepts in coaching practices.
- Complete training in Pyramid Modules and application of Level 2 targeted social emotional supports.
- Provide ongoing support to all 4 & 5 Star Programs enrolled in QRIS coaching program through:
  - Rating report review and the development of Reflective Action Plan.
  - Easy Folio review and support feedback review on scales in person or online.
  - Quarterly check in meetings and trainings.
  - Q-Star entries and file cabinet uploads.
  - Preparation for upcoming rating.
  - Training, resources and grants support based on the program's reflective action plan.
  - Classroom observations and feedback using assessment tools.
- Must deliver at least four (4) Nevada Registry approved training sessions each year and 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.
- Promote and model 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, Pyramid Model, curriculum implementation, and child assessments.
- Early childhood education practices 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.
- 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 80% reliability on Environment Rating Scales (ERS).
- 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 coaching.

## **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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