

Job Description: **Quality Coordinator**
Focus: **Provider Professional Development**
Department: **Supporting Early Education & Development**
Last Revised: **6/19**

Definition

The coordinator position is responsible for planning, implementation and updates of annual plans associated with the day-to-day operations of provider specialized assistance services and training associated with these services to increase the quality of care and the skill level of the early childhood education (ECE) and/or out-of-school time (OST) workforce. This position is also responsible to meet NACCRRA provider best practices and to provide R&R services as needed.

Supervision Exercised:

Contracted Trainers and Quality Specialist(s)

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.
- Provides support to providers ranging from ECE/OST training to telephone assistance to onsite visits.
- Works with program manager to develop, implement, evaluate and revise the Provider Services Annual Plan, the Snap-Ed annual plan and other applicable plans.
- Ensures that all services provided and curriculum and resources used/developed meets the latest research and best practices.
- Stays abreast of the latest data and research as it relates to early childhood, out-of-school time, ECE/OST workforce, and work and family issues.
- Works with program manager to achieve objectives within budgeted amounts.
- Completes specific grant requirements and reporting in the required period.
- Uses identified tools and resources to serve parents whose first language is not English.
- Works with support staff to schedule, promote, and coordinate registrations for workshops.
- Provides direct oversight to the Snap-Ed technical assistant program including supervision, program promotion, monitoring targets and compiling reports.
- Gathers and maintains statistical information for performance outcomes.
- Participates on assigned early childhood related committees and/or boards encouraging a unified message on OST/ECE issues and identified activities.
- Communicates services and key OST/ECE messages in presentations, trainings, referrals and outreach in accordance with annual plan.
- Contributes educational information to parents, ECE/OST providers, and the larger community in accordance with annual plans.
- Ensures that contracted educators' qualifications meet standards and provide feedback to contractors from observations and participant feedback.
- Coach and mentor adults in implementing developmentally appropriate practices with children.
- Provides management support in absence of Program Manager.
- Perform other tasks as required/assigned for adequate administration of program.

Entry Level Qualifications

Knowledge of:

- ECE/OST education principles and practices.
- Positive parenting concepts and work/life supports for families.
- Community services for families.
- Computer programs including Microsoft Word, Excel, Power Point, data base programs, etc., and the desire to learn new programs.
- Childcare licensing regulations statewide.

Ability to:

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

Special Requirements

- Bachelor's degree in Early Childhood Education or closely related field or an equivalent combination of education and experience.
- 2 years of experience in Supervision and management.
- 1 years of experience in creating and delivering adult training opportunities.
- Must meet NV Registry Early Childhood-Generalist trainer requirements. For more information visit: <https://www.nevadaregistry.org/wp-content/uploads/2020/09/EarlyChildhoodTrainerCriteria.pdf>
- Must have reliable transportation to and from work;
- Must possess a valid Nevada Driver's License, and have current insurance if using a personal vehicle for company business.
- Be physically capable of performing all job duties which may include: lifting up to 40 lbs; standing for an hour at a time; capable of repetitive motion (inputting data into computer programs); able to walk up and down stairs; able to carry up to 8 lbs. on a regular basis; able to bend down to floor; able to sit on the floor and get back up.
- Must be able to work weeknights and the occasional weekend to deliver community-based and virtual training opportunities.
- Must be able to travel in state and out of state for program visits; training and/or conferences.

License or Certification

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

Benefits

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