

Job Description: Quality Specialist

Focus: Community Education

Department: Supporting Early Education and Development (SEED)

Last Revised: 9/2021

Definition

The Supporting Early Education and Development (SEED) Community Education Quality Specialist will provide community and parent education and engagement activities focused on support children's early childhood development. This position requires an understanding of early childhood development, indicators of quality child care, cultural disparities and barriers to accessing services, and best practices for parent education and engagement services.

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.
- Assist with the development and implementation of annual plans.
- Develops and conducts community education workshops that meet grant requirements and best practices for parent education and engagement services.
- Develops and/or identifies curriculum for appropriate ages and audiences.
- Ensure that all curriculum used/developed is evidenced-based or identified as a promising practice.
- Submits community education curriculum to supervisor for approval in a timely manner.
- Works with supervisor and support staff to schedule, promote, and coordinate registrations for workshops.
- Maintains complete attendance records and statistical information for performance outcomes. This includes inputting information into appropriate database.
- Communicates regularly with supervisor and provides regular updates on performance outcomes and program activities.
- Stays abreast of the latest data and research as it relates to early childhood, child care workforce, adolescents, and work and family issues.
- Uses identified tools and resources to serve parents and providers whose first language is not English.
- Communicate services and key ECE messages in the community presentations, trainings, referrals, and outreach in accordance with the annual plan.
- Participate in community activities such as back to school events.
- Participate in the development of consumer education materials, (newsletters, tip sheets, calendars, brochures, etc.).
- Provide backup and support to other team members.
- Perform other tasks as assigned.

Entry Level Qualifications

Knowledge of:

- Community agencies and resources, as well as an understanding of the problems facing children, youth and families including cultural disparities and barriers to accessing services
- Early Childhood education practices and principles
- Adult learning styles
- 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.
- Community services 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.
 - Use outstanding customer service skills.
 - Facilitate positive communication with customers.
 - Work 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

- Bachelor degree preferred in ECE or equivalent combination of education and experience in early childhood through adolescence.
- Bilingual (English/Spanish) preferred.
- Must have reliable transportation to get to and from work.
- Must possess a valid Nevada Driver's License, and proof of insurance if utilizing a personal vehicle for company business.
- Work requires travel to rural communities and some overnight time for training.
- Work requires some weekend and evening hours.
- Be physically capable of performing all job duties. This may include lifting and carrying up to 40 lbs.

License or Certificate

- Able to pass complete background check.
- Must qualify as a Nevada Registry ECE 4 Trainer and maintain certification.

Benefits

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