

Job Description: Quality Specialist

Focus: Provider Education – Physical Activity & Nutrition

Department: Supporting Early Education and Development (SEED)

Last Revised: 7/17

Definition

The Supporting Early Education and Development (SEED) Provider Education Quality Specialist will provide child care provider education training and technical assistance in physical activity, supporting breastfeeding, and nutrition. This position requires an understanding of early childhood education, indicators of quality care, and adult learning styles.

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.
- Develops and conducts provider trainings that meet grant requirements and agency best practices for provider training and technical assistance services.
- Ensure that all curriculum used/developed is evidenced-based or identified as a promising practice.
- Submits provider education curriculum to the SEED Program Coordinator for approval in a timely manner.
- Works with the SEED Program Coordinator 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.
- Encourages and provides onsite technical assistance to providers to improve services in the areas of physical activity, nutrition and supporting breastfeeding.
- Communicates providers' needs and action plan to Quality Rating Improvement System (QRIS) coach to provide consistent, coordinated service.
- Communicates regularly with SEED Program Coordinator and provides regular updates on performance outcomes and program activities.
- Stays abreast of the latest data and research as it relates to early education, child care workforce, and early childhood obesity prevention.
- Uses identified tools and resources to providers and parents whose first language is not English.
- Communicate services and key 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 and early education conferences.
- 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:

- 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

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

Benefits

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