

Job Description: Quality Specialist-Nevada Pyramid Model Partnership**Department:** Supporting Early Education and Development (SEED)**Last Revised:** 5.21.2021**Definition**

The Supporting Early Education and Development (SEED) Quality Specialist will provide early childhood professional development on Pyramid Model practices through trainings, technical assistance and written materials. In collaboration with supervisor, this position will provide support to early childhood programs to effectively address challenging behavior and prevent suspension and expulsion. This position requires an understanding of child development, quality early childhood education, and licensing regulations.

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 CCR&R Program Manual.
- Respond to inquiries/requests for assistance to ECE community to effectively address challenging behavior.
- Provide resources and support in preventing preschool suspension and expulsion including onsite coaching.
- Works in collaboration with the Quality Rating Improvement System (QRIS) team and Early Childhood Mental Health (ECMH) to support ECE providers.
- Provide training on Pyramid Model practices and resources.
- Facilitates monthly world café meetings with ECE community.
- Assist with collecting Teaching Pyramid Observation Tool (TPOT) and Teaching Pyramid Infant Toddler Observation Scale (TPITOS) data.
- Assist with the development of training materials as needed.
- Maintain provider files, input information in applicable data systems, generate reports, and carryout assigned activities.
- Maintains and ensures that statistical information is gathered for performance outcomes.
- Stays abreast of the latest data and research as it relates to early childhood, child care workforce, and work and family issues.
- Communicate services and key ECE messages in community presentations, trainings, referrals, and outreach in accordance with the annual plan.
- Participate in the development of consumer education materials, (newsletters, tip sheets, calendars, brochures, etc.).
- Assist with needs assessments and surveys for data collection for planning of provider and/or community business services and support.
- Provide backup and support to other team members.
- Perform other tasks as assigned.

Entry Level Qualifications

Knowledge of:

- Early childhood education principles and practices, specifically the Pyramid Model for promoting social emotional competence in infants and young children and addressing challenging behavior.
- Best practices and current research in achieving high quality child care.
- Child care licensing requirements statewide.
- Adult learning styles.
- 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 staff and community partners.
- Work collaboratively with staff and community agencies.
- Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.
- Deliver training content virtually and in-person.

Special Requirements

- Bachelor degree preferred in ECE or equivalent combination of education and experience in early childhood.
- 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.
- May be required to maintain current child care worker requirements.
- Must qualify as a Nevada Registry ECE 4.

Benefits

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