

## **JOB DESCRIPTION**

**Title:** Quality Specialist  
**Salary Range:** \$16.00 - \$24.00  
**Status:** Non-Exempt  
**Reports to:** Lead Quality Specialist

### **Summary of Responsibilities:**

The position's primary responsibilities are providing technical assistance, training and conducting monitoring of VPK (Voluntary Pre-Kindergarten) and SR (School Readiness) providers.

Position requires personnel at childcare providers at least 70% of the time.

A large part of our organizational duties pertains to outreach which consists of assisting families in the office and families in our communities. Therefore, participation in our outreach events is required of all employees. This not only helps our families but builds our efforts as a united team at the ELCIRMO (Early Learning Coalition of Indian River, Martin and Okeechobee Counties).

### **Essential Job Functions:**

- Provides training on topics relevant to the needs of the providers and parents.
- Provides technical assistance to SR and VPK providers as requested or as needed. Included but not limited to support for low scores, missing documentation, provider staff turnover, developmental assessment, screening tool, and VPK assessments. Coaching on quality improvement strategies.
- Inclusion observations, strategies/interventions and referrals as requested or as needed, i.e., developmental screens, developmental assessments.
  - Warm line calls
- Developmental screens: technical assistance on administering the screen, and follow-up on missing screens
- Developmental assessments: technical assistance on administering tool as well as review and support of low areas with Providers
- Monitoring
  - Curriculum Monitoring
  - VPK
    - Providers on Probation

The duties and responsibilities list above are intended primarily as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the job if the work is similar, related or a logical assignment to the job.

### **Essential Knowledge, Skills and Abilities:**

- Knowledge of early childhood, including infant toddler, preschool, VPK and inclusion areas
- Knowledge of rules, applicable laws, regulations, and procedures governing early learning programs
- Knowledge of child screening and assessment tools
- Knowledge of ERS (Environment Rating Scale) and CLASS (Classroom Assessment Scoring System) assessment tools

- Basic computer skills, further knowledge of Microsoft Office suite encouraged.
- Knowledge of office procedures and equipment including the application of electronic data processing and working in a web-based environment
- Ability to express ideas effectively verbally and in writing
- Exemplary people skills and a professional demeanor are required
- Attention to detail and a high degree of organization are required.
- Ability to work flexible schedule to accommodate late afternoons or evening meetings/training.
- Ability to travel out of town as needed
- Ability to establish and maintain effective working relationships with the general public, co-workers, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender, or disability

**Qualifications:**

- Bachelor's Degree or higher in Early Childhood or Elementary Education/Child Development and 3 years of professional teaching experience working with children 0-5 years of age is preferred; or Associate's Degree in Early Childhood Education/Child Development and 5 years of related experience working with children ages 0-5 years of age. Experience may be substituted for educational degree.
- Must possess valid Florida driver's license with no record of criminal driving offense or license suspension.
- Must successfully complete a Level 2 background check.

**Essential Physical Skills:**

- Ability to sit for extended periods of time while performing job functions.
- Ability to operate a keyboard, or similar data entry device for extended periods.
- Frequently required to use hands to finger, handle, or feel and arms to reach for items.
- Ability to bend, kneel, and stoop for retrieving supplies and miscellaneous items.
- Must possess auditory, verbal and visual capabilities in order to adequately communicate via phone and in person.
- Must be able to lift, push, pull and carry up to 15 pounds.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**Environmental Conditions:**

- Must be able to acclimate to changing temperatures as position requires both indoor and outdoor settings.
- Indoor environment with occasional increased noise levels

EOE/DFWP

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date