

Children and Youth Partnership for Dare County
Quality Early Learning Specialist
Job Description

Position Summary: The Quality Early Learning (QEL) Specialist coordinates quality enhancement/maintenance or similar quality improvement activities in early care and education (ECE) settings and may assist with related services, such as for school-aged education and care. This position reports to the Executive Director (ED).

Fair Labor Standards Act: Non-Exempt

Job Responsibilities:

The QEL Specialist will be responsible for the following:

Quality Enhancement/Maintenance or Similar Activity

- Use of observation, qualitative and quantitative data to develop, improve and/or maintain high quality, trauma-informed ECE programs.
- Development and provision of professional development on Environmental Rating Scales, CLASS and other areas related to QEL, such as Developmentally Appropriate Practice, ECE curriculum, NC Foundations for Early Learning and Development, responsive family partnerships, and strong ECE business practices.
- Implementation of QEL by evaluation of various programs, providing one-on-one technical assistance (TA) with on-site modeling, coaching and mentoring, and facilitation of digital-based interactions.
- Collection of data and maintenance of organized records on Quality Enhancement / Maintenance.
- Submission of quarterly and other reports as required.
- Assistance to ECE programs with grant purchases and maintenance of accurate records of such purchases, as funding is available.
- Advertisement and promotion of Quality Enhancement/Maintenance Services.
- Collaboration with agency staff, Board, ECE providers and community stakeholders to design, implement, and evaluate needed services and projects, including researching alternative models of early care and education.

Other Services

- Occasional professional development and other support for school-aged education and care providers, including licensure support.
- Participation in community awareness and outreach events.
- Advocacy for quality ECE and related children's issues at local, state, and national levels.

Job Requirements:

The QEL Specialist will possess the following qualifications and characteristics:

Education and Experience

- *Required* - A Bachelor's degree in Early Childhood Education, Child Development, or related Human Services field and at least two years of experience as a classroom teacher in an ECE setting.
- Experience providing leadership serving early childhood educators and history of Practice-Based Coaching/reflective practice *preferred*.

Certifications and Endorsements

- Must have or be able to attain a Level 11 Early Educator Certification and Technical Assistance and Professional Development Endorsement from the NC Institute for Child Development Professionals.

General

- A foundational knowledge of child development and developmentally appropriate practice for children ages birth - five in ECE settings.
- Current knowledge of best practice and policy re ECE direct service, coaching and mentoring of early educators (TA), and outreach to enhance system-building with community stakeholders through a trauma-informed and equity building lens.
- Demonstrated proficiency in oral and written communications regarding the importance of early care and education.
- Knowledge of NC childcare licensing rules and regulations and a commitment to maintain knowledge of changes and updates as mandated by the NC Division of Child Development and Early Education and NCDHHS where applicable.
- Experience with the Environmental Rating Scale (ITERS, ECERS, FCCERS, SACERS) and/or other Early Childhood Program Quality Assessments (e.g., CLASS, Pyramid Model, Teacher Interactions models).
- Ability to establish a good rapport with CYP staff, ECE providers, young children and their families, and local agency staff and to work both independently and collaboratively.
- Experience working with diverse groups of people, respecting culture, race, religion, economic background, education, special needs, and individuality.
- Ability to respond to direct and changing needs of the ECE community (i.e., COVID-19, prolonged weather events, etc.).
- Facility in both onsite and remote work.
- Computer proficiency, including experience with Microsoft Office, Google suite programs and remote work platforms.
- Ability to follow grantor guidelines, including strength in developing data collection systems and familiarity with logic models.
- Valid NC Driver's license and access to reliable transportation.
- Availability for training, meetings, and in-county travel, as well as occasional out-of-county travel, overnights and weekends.
- An adequate home office in the event of the necessity of remote work.
- Spanish speaking a plus.

October 2020