

JOB DESCRIPTION

POSITION:	Client Service Counselor: Assessor
DEPARTMENT:	530 Programs: Quality Assessment
REPORTS TO:	Quality Assessment Manager
Wage & Hour Status:	Exempt / Full-time
Pay Grade:	110 CSC / Staff Support
Hiring Range:	\$18.01 – \$19.81

PURPOSE: To conduct precontractual program assessments with potential providers and program assessment observations within contracted School Readiness (SR) and Voluntary Prekindergarten providers.

DUTIES AND RESPONSIBILITIES:

- Perform CLASS Observations to support quality initiatives and to meet the requirements of program assessment for SR and VPK Providers.
- Provide technical assistance as needed and work with Professional Development staff to develop trainings based on assessment results.
- Input data into WELS system pertaining to CLASS Observations and provide detailed information timely to providers on their CLASS Observation reports and scores as required by statute and rule governing the Coalition.
- Develop and demonstrate the ability to utilize all technology and technology protocols associated with conducting program assessments.
- Represent the Coalition professionally in the community and at provider sites.
- Work with the Quality Assessment Manager to develop reports and quality data measurement data.
- Works within the approved statewide systems to input necessary data timely and monitor provider enrollment status to determine appropriate timelines for SR program assessment.
- Perform other duties that may be necessary to maintain the success of the organization, as determined by leadership.
- Attends scheduled conference calls, webinars, and trainings, as necessary.
- Attends and assists with community events outside regularly scheduled operating hours of the Coalition, including evenings and weekends.
- Other duties as assigned by management staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma.
- One year work experience in a business, office, case management or early childhood setting.
- Attainment of the following Certifications required by a date to be determined by the Chief Programs Officer: Classroom Assessment Scoring System Observer Certification-Infant, Toddler, Pre-K tools.

Knowledge, Skills, and Abilities:

- Proficiency with Microsoft Office Programs (with emphasis on Outlook, Word, and Excel).
- Proficient with web-based applications.
- High degree of integrity and honesty.
- Excellent interpersonal skills as well as the ability to interact with all levels of management.
- Works and communicates with people from multi-cultural backgrounds and socio-economic levels.
- Creative and energetic self-starter who is organized and able to prioritize and meet deadlines.
- Ability to work independently with minimal supervision in a fast-paced environment.
- Familiarity with the private childcare community in Marion County.
- Teacher training and curriculum development and implementation.
- Preparation of lesson plans and teaching materials.
- Experience with the CLASS Observation tool, Ages and Stages Questionnaire (ASQ), and Teaching Strategies Gold (TS Gold).
- Preparation of lesson plans and teaching materials.

PREFERRED QUALIFICATIONS:

Education and Experience:

- Associate degree in related field.
- Minimum of a two years' work experience in a business, office, case management or early childhood setting.
- Child Care Resource & Referral Specialist Evaluation Certification (CCR&R Certification).
- Speak, interpret, and translate Spanish.

Requirements:

- Ability to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must submit to and pass a level 2 background screening and E-Verify requirements.
- Requires a valid Florida Driver's License, good driving record, and automobile insurance.
- Submit and pass a drug screening.
- Telecommute eligible, if necessary.
- Ability to work flexible hours/schedule, as needed.

Work Environment:

Works primarily in the field.

Approximate travel: 80%

THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. I have read the job description and have been given an opportunity to ask questions and



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offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Coalition.

Name

Date