 JOB DESCRIPTION

POSITION: Quality Assessment Manager
DEPARTMENT: 530 Programs: Quality Assessment
REPORTS TO: Chief Programs Officer
Wage & Hour Status: Exempt / Full-time
Pay Grade: 140 Manager
Hiring Range: $50,000 – $55,000

PURPOSE: This position supports the program assessment requirements for the School Readiness (SR) and Voluntary Prekindergarten (VPK) classrooms and oversees the scheduling of program observations using the Classroom Assessment Scoring System (CLASS) tool according to Teachstone and the Division of Early Learning (DEL) requirements.

DUTIES AND RESPONSIBILITIES:
• Performs CLASS Observations to support quality initiatives and to meet the requirements of program assessment for SR and VPK providers.
• Coordinates and implements program assessment utilizing the state approved tool within the required timeframes, as outlined in Florida Statutes and rules governing the Coalition.
• Creates and maintains CLASS Observation Schedule for all contracted SR and VPK child care providers who require observation.
• Represents the Coalition in the community, as appropriate by attending meetings and being an active partner in workgroups that relate to childcare/early learning.
• Works within approved statewide systems to input necessary data timely.
• Works with the Professional Development Coordinator I to assess and plan upcoming training opportunities relevant to program assessment trends.
• Provides detailed input for provider improvement plans as needed.
• Works with Chief Programs Officer to develop procedures and reports to measure outcomes and outputs for program assessment.
• Works with other Coalition staff, as appropriate, assists with projects to ensure Coalition’s goals are achieved, including staff development trainings.
• Presents publicly in written, verbal, electronic, and face-to-face forums to providers, as appropriate.
• Interprets and effectively practices Coalition policies verbally and in writing.
• 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:
• Bachelor’s degree in human services field.
• Two years’ experience working with children and families.
Knowledge, Skills, and Abilities:
- Proficient 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.
- Works independently with minimal supervision in a fast-paced environment.
- Knowledge of the following:
  - Developmentally appropriate practices in early childhood education
  - Teacher training and curriculum development and implementation
  - Preparation of lesson plans and teaching materials
  - Experience with the CLASS Observation tool, Ages and Stages Questionnaire, and Teaching Strategies GOLD.

PREFERRED QUALIFICATIONS:
Education and Experience:
- Bachelor’s degree or higher in early childhood development
- Three years’ experience supervising staff and working with children and families.
- Speak, interpret, and translate Spanish.
- Direct knowledge of the early care and education system in Marion County.

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 1 background screening and E-Verify requirements.
- Requires a valid Florida Driver’s License, good driving record, and automobile insurance.
- Submit to and pass a drug screening.
- Telecommute eligible, if applicable for portions of position.
- Work flexible hours/schedule, as needed.

Work Environment:
Works primarily in an office environment with regular travel into the field.
Approximate travel: 35%

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 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