
JOB DESCRIPTION

POSITION: Client Service Counselor: Early Childhood Assessor
DEPARTMENT: 530: Quality Assessment
REPORTS TO: Quality Assessment Manager
Wage & Hour Status: Non-Exempt / Full-time
Pay Grade: 110 – CSC / Staff Support
Salary Range: \$20.00 – \$22.00 / Hour

PURPOSE: To conduct program assessment observations within contracted School Readiness (SR) and Voluntary Prekindergarten (VPK) providers. Conduct precontractual program assessments as needed with potential 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, as needed.
- Develop and demonstrate the ability to utilize all technology and technology protocols associated with the conducting program assessments.
- Represent the ELCMC professionally in the community and at provider sites.
- Work with Quality Assessment Coordinator to develop reports and quality measurement data.
- Works within 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.
- Other duties as assigned by management staff.

Organizational & Professional Responsibilities:

- Participates in Coalition, DOE/DEL, and partner meetings, trainings, and webinars to maintain current knowledge of regulatory changes, and best practices.
- Performs other related duties as assigned to support program integrity, fiscal accountability, and operational effectiveness.
- Participate in and support a minimum of two Coalition-sponsored and community events outside normal business hours, including evenings and weekends, as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School diploma.
- One year's experience in a business, office, case management or early childhood setting.

Knowledge, Skills and Abilities:

- Proficiency with Microsoft Office Programs (with emphasis on Outlook, Word, and Excel).
- Proficient with web-based financial and reporting systems.
- High level of integrity, discretion, and professional judgement.
- Strong analytical, organizational, and communication skills.
- Ability to work effectively with diverse populations and stakeholders.
- Ability to prioritize, meet deadlines, and work independently in a fast-paced environment.
- Works independently with minimal supervision in a fast-paced environment.

PREFERRED QUALIFICATIONS:

Education and Experience:

- Associates degree from an accredited college or university in relevant area preferred.
- Two years' 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 Program Officer:
 - Classroom Assessment Scoring System Observer Certification – Infant, Toddler, Pre-K tools
 - Child Care Resource & Referral Specialist Evaluation Certification (CCR&R Certification)
- Ability to speak, interpret and translate Spanish is a positive asset for the position.
- Familiarity with the private childcare community in Marion County is a plus.
- In addition, preference will be given to applicants with knowledge and experience in the areas of:
 - 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.
 - Direct knowledge of early education and childcare in Marion County.

Requirements:

- Ability to sit, stand, and walk for extended periods; use hands and fingers to operate a computer, calculator, and telephone; reach, stoop, kneel, or crouch as needed.
- Ability to occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Employment is contingent upon successful completion of a Level I screening in accordance with Florida Statutes (s. 435.04, F.S.) and Division of Early Learning (DEL) requirements, including E-Verify.
- Must have reliable transportation.
- Must submit and pass a drug screening.
- Documentation of education, credentials, and required clearances must be maintained in the employee personnel file in accordance with DEL monitoring and audit requirements.
- Telework/telecommuting may be permitted for portions of the position, subject to operational needs and management approval.

- Must be able to work a flexible schedule, which may include occasional evenings and Saturdays, and perform work at off-site locations throughout the community as required.
- Ability to work flexible hours/schedule, i.e., occasional Saturdays and evening hours. on occasion and ability to work off-site in different settings throughout the community.

WORK ENVIRONMENT:

- Works primarily in the field.
- Occasional travel within the service area may be required to attend meetings, trainings, provider visits, or perform job-related duties at off-site community locations.

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 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 acknowledge that I am able to perform the essential functions of this position, with or without reasonable accommodation, and understand that continued employment with the Coalition is contingent upon satisfactory performance of these duties.

Name

Date