

# River Valley Child Development Services

A leader in providing high quality early childhood care and education services  
for children, families and communities

## Job Description

<b>Position:</b>	Quality Improvement Specialist
<b>Program:</b>	Choices Child Care Resource & Referral
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Supervisor, Director – Choices CCR&R, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Serve as Quality Improvement Specialist
<b>Educational Requirements:</b>	A master's degree in early childhood, developmental psychology, or child development preferred A bachelor's degree in early childhood, developmental psychology, or child development accepted
<b>Experiential Requirements:</b>	With a master's degree: one year of professional experience in a management position or a leadership position in the field of early childhood preferred With a bachelor's degree: at least one year of professional experience in a management position or a leadership position in the field of early childhood and two years' experience as an administrator of a Tier II or Tier II/NAEYC/NAFCC accredited early childhood program
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	Required
<b>Provisional Employment Period:</b>	Six months
<b>Pre-Employment Requirement</b>	Must pass drug screening and have acceptable background check

<b>Capabilities/Skills:</b>
Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.
Able to be reliable, responsible and dependable.
Possess excellent verbal, written communication and computer skills.
Ability to engage effectively with the public and community.
Able to travel extensively and work flexible hours.

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

Must be eligible to meet requirements of the STARS career pathway and obtain trainer credentials.

Ability to lift training equipment, shipments, deliveries, reams of paper, van equipment and resources.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload trucks, as needed or requested.

**Essential Responsibilities:**

**Agency**

Adhere to NAEYC Code of Ethics.

Follow all agency policies and procedures.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Have access to dependable transportation and personal credit card

**Program**

Meet the expectations of the West Virginia Department of Health and Human Resources (WV DHHR) Bureau of Children and Families Division of Early Care and Education (ECE) Policy and Procedure Manual for Child Care Resource and Referral Services (Hereto referred to as the Policy and Procedure Manual).

Work closely with the State Coordinator for Quality Improvement Specialists to gain expertise on licensing, registration, and Tier II and Tier III requirements.

Perform marketing and outreach to child care providers and consumers on quality improvement, and gain proficiency in rating instruments.

Participate in the Quality Improvement Specialist network to work on continuous quality improvement with child care centers, family child care facilities and family child care homes in order to apply for Tiered Reimbursement.

Develop and conduct professional development sessions in accordance with the Policy and Procedure Manual and the annual Professional Development Plan.

Link all professional development sessions to the WV Core Knowledge and Core

## Competencies.

Register professional development sessions quarterly with the WV Early Childhood Professional Development Calendar to meet the requirements of the Professional Development Plan.

Register all professional development sessions with the WV State Training and Registry System (STARS); Enter attendance on WVSTARS website and inform participants how to complete evaluations to receive certificates.

Maintain a file on each professional development topic delivered.

Develop an individual professional development plan to reinforce knowledge including, but not limited to Tiered Reimbursement and QIS.

Complete online trainings for rating scale which may include but not limited to: ITERS-R, ECERS-3, FCCERS, SACERS, and CLASS.

Participate in practice observation of rating scales which may include but not limited to: ITERS-R, ECERS-3, FCCERS, SACERS, and CLASS with the Division of Early Care and Education.

Maintain knowledge of NAEYC and NAFCC accreditation standards.

Attend annual Build Conference.

Provide telephone and on-site consultation to directors of child care centers, family child care facilities and family child care homes regarding Tiered Reimbursement and quality improvement.

Provide community education to families about Tiered Reimbursement.

Communicate with Licensing Specialists and Regulatory Specialists about programs who should be contacted regarding participation in Tiered Reimbursement.

Participate in efforts to recruit child care centers, family child care facilities and family child care homes in participation in Tiered Reimbursement.

Attend quarterly meetings/ professional development coordinated by WVECTCR and the Division of Early Care and Education.

Build rapport, develop constructive and cooperative working relationships with providers and maintain them over time.

Submit for approval all specific budget requests for materials, supplies and training resource materials.

Maintain and submit monthly and quarterly training statistics.

Attend monthly meetings with the professional development unit.

Participate on committees relevant to program/projects as requested.

Any other duties assigned by the Executive Director, Director – Choices CCR&R, Supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_