

# 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>	Link Child Care Resource & Referral
<b>FLSA Class:</b>	Non-Exempt
<b>Position Accountable to:</b>	Supervisor, Director – Link 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/NAFC 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>	6 months
<b>Pre-Employment Requirement:</b>	Must pass drug screening and have acceptable background check

<b>Capabilities/Skills:</b>
<p>Able to organize and prioritize work effectively; work collaboratively and effectively in team environments; and maintain a high level of confidentiality.</p> <p>Reliable, responsible, and dependable.</p> <p>Demonstrate excellent verbal and written communication and computer skills</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check and Child</p>

Protective Services (CPS) check.

Must pass a drug screening before an employment offer is made.

Must be eligible to meet requirements of the STARS career pathway including becoming a STARS credentialed trainer.

Able to travel extensively and work flexible hours.

Have access to a dependable transportation and a personal credit card.

Have the ability to lift wheelie carts, training equipment, shipments, deliveries, reams of paper, WVECTCR publications, equipment, and resources.

May also need to be able to move file cabinets, desks, book cases, etc. and/or unload vehicles as needed or requested.

Ability to engage effectively with the public and community.

### **Essential Responsibilities:**

#### **Agency**

Adhere to the National Association for the Education of Young Children (NAEYC) Code of Ethics.

Promote unity and teamwork within Link Child Care Resource & Referral (Link CCR&R) program and River Valley Child Development Services (RVCDS).

Complete Individual Staff Development Plan (ISDP) requirements annually.

Follow and promote agency philosophy and mission.

Follow all Agency policies and procedures.

Work effectively within a diverse environment.

Keep supervisor informed on all relevant matters.

Submit a bi-weekly timesheets in accordance with RVCDS policies and procedures.

Submit a leave request when requesting time off in accordance with RVCDS policies and procedures.

Submit transportation reimbursement forms monthly when claiming mileage and/or parking/toll fees accrued while performing your job responsibilities in accordance with RVCDS policies and procedures.

Submit overnight travel requests in accordance with RVCDS policies and procedures when

performing your job responsibilities requires overnight travel.

Submit other forms as requested in accordance with RVCDS policies and procedures.

### **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).

Participate in the Link CCR&R Professional Development Training Team (PDTT) including attending monthly meetings.

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.

Implement all Professional Development Team responsibilities as outlined in Chapter 5 of the Policy and Procedure Manual.

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

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.

Be well versed in NAEYC and NAFCC accreditation standards.

Attend annual Build Conference.

Participate in training of Tiered Reimbursement and QRIS.

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

Provide outreach to ECE programs to educate them on Tiered Reimbursement and quality improvement.

Provide community education to families about Tiered Reimbursement.

Communicate and get input from 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 monthly Link CCR&R staff meetings.

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

Frequent travel within an assigned region.

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

Attend a regional or national level conference, training institute or higher education classes related to job, if possible, at least every two (2) years.

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

Maintain and submit monthly and quarterly training statistics.

Complete RODCA reports.

Participate on committees relevant to program/projects as requested.

**Other Job Responsibilities:**

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

Staff Signature: \_\_\_\_\_

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