

# 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 Assurance and Program Support Specialist
<b>Program:</b>	Administration
<b>FLSA Class:</b>	Non-exempt
<b>Position Accountable to:</b>	Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Provide quality technical assistance to all programs on an as needed basis. The assistance will be individualized to each program's specific needs.
<b>Educational Requirements:</b>	Bachelor's Degree
<b>Experiential Requirements:</b>	5 years relevant professional experience
<b>Additional Training required</b>	Fulfill requirements of Individual Staff Development Plan
<b>Driver's License, Liability Insurance and Acceptable Driving Record:</b>	Required
<b>Provisional Employment Period</b>	90 days.

<b>Capabilities/Skills:</b>
Able to organize, work collaboratively in team environments, work with a variety of different people and personality types and maintain high level of confidentiality.
Able to be reliable, responsible, organized, creative, flexible, and dependable.
Possess excellent verbal, written communication and computer skills.
Must successfully pass a pre-employment drug screening.
Must have the ability to travel.
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.
Ability to engage effectively with the public and community.
Ability to lift various items such as magazine boxes, reams of paper, mail bags/boxes, office supply boxes and other items that need to be moved.

**Essential Responsibilities:**

**Agency**

Adhere to NAEYC Code of Ethics.

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

Follow all agency policies and procedures.

Keep Executive Director informed on all relevant matters.

Work effectively within a diverse environment.

**Program**

Respond to any inquiry and return messages within 2 business days.

Work with all program managers to determine goals and develop plan for program self-improvement, technical assistance, observation and training.

Assist programs as needed with application processes to gain or renew grants, accreditation, etc., as applicable.

Achieve maximum improvements in all programs through document review, monitoring of data, auditing files, and development of assessment tools.

Support planning, implementing, and evaluating programs to ensure maximum effectiveness and efficiency.

Assist in the development of various resources for programs.

Monitor RVCDS website on an ongoing basis for accuracy, consistency and overall appearance, and ensure that all forms are the most current available.

Observe a wide variety of program activities as needed to ensure guidelines are being met.

Maintain working knowledge of polices, guidelines, and requirements for each program.

Maintain RVCDS Facebook pages with current events, activities and information, create and maintain Facebook pages for programs who want them.

Create/update, send and compile annual evaluations and surveys using Survey Monkey.

Monitor all School Age Connections sites and Center based on CACFP guidelines using CACFP paperwork; monitor USDA forms for accuracy and completion.

Conduct Mission and Ethics training portion of Provisional Employee Orientation.

Regular travel within assigned region.

Any other duties assigned by the Executive Director.

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Signature

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Date