

## **Early Childhood Quality Improvement Specialist**

Child Care Connection, a private, non-profit agency, has an opening for an experienced education professional to provide targeted technical assistance and coaching to child care providers, conduct on-site observations, develop curricula, and deliver presentations on a variety of early care and education topics.

### **Requirements:**

- Master's degree in early childhood education or other child growth and development-related field
- Flexible hours (some evenings and weekends are mandatory)
- Use of own car for travel
- Excellent verbal and written communication skills
- Working knowledge of child development and developmentally appropriate practice
- At least five (5) years direct experience working with children and families
- Demonstrated experience in training and consultation activities to the early care and education workforce

### **Skills:**

- Recruitment and outreach to early care and education programs and providers
- Mentoring and coaching practices with program administrators, teachers, and family child care providers
- Strong interpersonal skills and ability to establish and develop trusting relationships
- Effective collaboration with co-workers and agency partners
- Experience administering structured classroom observation tools including the Environmental Rating Scales (ERS)
- Presentation skills and knowledge of adult learning principles
- Collecting, organizing, recording, and processing detailed information
- Proficiency in MS Office Suite - MS Word, Excel, PowerPoint, and database maintenance
- Flexibility and time management
- Experience with Quality Rating Improvement Systems (QRIS) a plus
- Virtual presentation experience a plus
- Bilingual in Spanish a plus

Hours: 35/week

Rate: \$52,000 annually