



POSITION: Early Childhood Quality Coach

REPORTS TO: Executive Director

FLSA Status: Full-time hourly position, evening and/or weekend hours may be required

POSITION LOCATION: Family Connections Sheboygan, WI

BASIC FUNCTIONS: Under the general supervision of the Executive Director, the Quality Coach (QC) is responsible for supporting the early childhood workforce as outlined by the Wisconsin YoungStar Quality Rating System. The consultant will work with Supporting Families Together (SFTA) staff, Child Care Resource and Referral (CCRR) staff, and early childhood professionals to implement YoungStar. The consultant will educate, assess, recruit and become familiar with area cultures and resources to help develop a quality improvement action plan for home-based, center-based, school-age and day camp programs. The consultant will work to raise quality through the use of research and approved rating tools and resources.

DUTIES and RESPONSIBILITIES

A. Relationship-Based Technical Consulting (60%)

1. Deliver relationship and strength based technical consulting services in a professional manner
2. Consult on environments using the appropriate Environment Rating Scale (ERS)
3. Consult on business practices with The Business Administration Scale for family child care programs and the Program Administration Scale for group-based centers as a basis
4. Develop an achievable and measurable Quality Improvement Action Plan with a program that will target indicators to enhance program quality using the Evaluation Criteria as the foundation
5. Provide programs with professional development materials and resources within their local area as well as support programs in the acquisition of further professional development opportunities outside of their local area. Make referrals to T.E.A.C.H and REWARD
6. Infuse technical resources and materials to implement a Quality Improvement Action Plan
7. Support effective utilization of micro-grants by connecting the financial resources to the objectives that were identified through use of the environmental assessment tool and included in the programs Quality Improvement Action Plan. Provide follow-up on the acquisition of materials and/or services noted in the micro-grant
8. Establish and maintain a professional consulting relationship with the early care educators participating in YoungStar
9. Follow consulting protocols to ensure there are consistent quality and accessibility to services regionally and statewide
10. Share printed and electronic resources to guide best practice
11. Achieve compliance with the YoungStar project deliverables through participation in project meetings and professional development opportunities in order to model and implement expectations with fidelity for group and family child care programs
12. Adhere to state standards regarding total consulting hours and weeks to complete services
13. Assure proper hand-off of sites pursuing a Formal Rating
14. Distribute the Technical Consultation Evaluation form to each program following the protocol for collection

B. Reporting and Case Management (10%)

1. Manage workflow and implementation timelines, evaluations, and reporting expectations
2. Upload information about site visits according to YoungStar data requirements
3. Produce reports as specified in project contracts
4. Communicate regularly and effectively with partners

C. Technical Rating (10%)

1. Review provider practices using YoungStar Evaluation Criteria
2. Clearly document on score sheet and in CMS (Case Management System)
3. Enter rating information into state database system
4. Run system generated rating simulation, review rating simulation with provider and obtain dates and signature of approval
5. Complete and approve rating in database system
6. Remain up to date on rating requirements, interpretations and protocols

D. Create Linkages (5%)

1. Plan and present Registry approved workshops that are designed to help programs earn points in the YoungStar Quality Rating System as needed
2. Recruit early childhood caregivers at local outreach events
3. Collaborate with statewide stakeholders including: parents, caregivers, regulators, Head Start, CESA, School Districts, WI Technical Colleges, Universities and other agencies

E. Training (5%)

1. Actively participate in scheduled training events as assigned
2. Adhere to standard CCR&R training policies and procedures

F. Outreach and Education (5%)

1. Participate in implementation of the YoungStar communication plan and utilization of outreach and education strategies
2. Commit to attendance and participation in regional and community-based Communities of Practice and with local stakeholders as it relates to project goals
3. Attend local outreach opportunities when caseload allows to continue engagement/recruitment to eligible ECE providers
4. Support the creation and dissemination of print and electronic materials

G. Agency Expectations – Based on individual agency requirements (5%)

Key Qualifications

1. Minimum of a Bachelor's degree in Early Childhood Education or a related field. Master's degree in a related field highly valued
2. A minimum of 3 years' experience in early childhood or a related field is required
3. Eligible for a Registry Career Level of 14, Master Level Trainer, and Master level Approved Consultant endorsements
4. Current member of The Registry, highly encouraged
5. Knowledge of the early childhood education and care system structure
6. Proficient understanding of early care and education trends and profession
7. Ability to work independently, organize tasks and analyze information
8. Deliver quality technical assistance in a professional manner
9. Experience conducting training, public speaking or related work
10. Management of workflow, scheduling and services may require non-traditional hours
11. Background knowledge to infuse materials and technical assistance resources appropriately throughout Service Delivery Area
12. Ability to relate to diverse populations and display strong conflict resolution skills as necessary
13. Knowledge of early care and education professional development requirements
14. Advanced knowledge of current scientific research-based early care and education concepts, theories, principles, and practices including but not limited to ECERS-R, ITERS-R, FCCERS-R and SACERS or experience as a provider in environment rating and quality improvement planning

15. Ability to provide leadership and guidance for the implementation of activities with individuals or groups
16. Skill in working with group and family child care programs and familiarity with Head Start, Early Head Start and 4K settings.
17. Experience and knowledge working with teams to identify and address implementation barriers and make data-driven decisions
18. Ability to capture and report program statistics
19. Ability to maintain records and prepare reports correctly and complete by deadlines established
20. Ability to communicate clearly in order to establish and maintain effective working relationships within the program and also on-site with the caregivers, program directors, administrators and owners
21. Prefer at least one year of direct experience working within early childhood education and care system on quality improvement measures
22. Excellent oral and written communication skills, including presentations and public speaking
23. Good computer skills in Microsoft Office, Internet and e-mail capabilities
24. Ability to work evenings and weekends as required
25. Have a valid driver's license and proof of car insurance and ability to travel within Agency Service Delivery Area, statewide and remain away from home overnight
26. Maintain confidentiality in all aspects of this work

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, talk or hear and taste and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals and disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is moderate.

Other

Understands agency mission and represents same to public
Must pass criminal background check/s prior to final employment offer
Perform other duties as assigned
This position is contingent upon grant funding

Compensation

- Starting pay from \$16.00/hour
- Time off and benefit policies are available

Agency is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

To apply: Submit resume with cover letter to debs@familyconnectionscc.org no later than May 14th.