

CENTRAL TEXAS WORKFORCE CENTERS POSITION DESCRIPTION

Title/Classification: Child Care Quality Improvement **Program Specialist**

FSLA Status: Non-Exempt

Who We Are:

Workforce Solutions of Central Texas (WSCT) has been consistently recognized for being one of the "100 Best Companies to Work for in Texas" and has received 2021 HIRE Vets Medallion Platinum Award. We have a great work-life balance, competitive salaries, extensive opportunities for training and development, and fantastic benefits. Join us in our mission of "Creating futures by bringing people and jobs together".

Who You Are:

An individual who embodies our values of Customer Focus, Accountability, Quality, Teamwork & Integrity. You are proactive and desire to empower local day care providers to become Texas Rising Star providers and improve the quality of care provided to the children of Central Texas.

You Gain:

- **Competitive salary: \$50,004 a year**
- Pension Plan Retirement
- Medical Insurance, including dental & vision Life Insurance
- Tuition Assistance
- Paid time off for vacation, sick and holidays
- Personal Flex Holiday (one time per year)
- Military, family care leave, and more

Overview:

One Child Care Quality Improvement Program Specialist position with Workforce Solutions of Central Texas is being posted in accordance with procedures established in the CTCOG Administrative Manual and Workforce Center Personnel Policies. The position will be housed in the Temple Santa Fe Business Center though there will mostly be in-the-field work and works under the supervision of the Workforce Center Director. Staff will be responsible for providing onsite coaching and training to participating early learning programs utilizing Texas Rising Star (TRS) guidelines as well as developing trainings and workshops.

You will be trusted to:

- Carry a caseload of early learning programs participating in the Workforce Solutions of Central Texas (WFSCT) Quality Project,
- Schedule, develop, and deliver coaching services to early learning program providers working toward meeting national accreditation and/ or Texas Rising Star (TRS) certification,
- Assist early learning program providers in obtaining, maintaining, or achieving higher star levels of certification,
- Provide childcare training activities related to meeting accreditation/TRS program criterion in the Workforce Solutions of Central Texas workforce delivery area,
- Must be fluent in English and preferably the Spanish language as well to include being proficient in reading, writing, and speaking.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

- **Bachelor's degree from an accredited four-year college or university in early childhood education**, child development, special education, child psychology, educational psychology, elementary education, or family consumer science (Master's Degree preferred); or

- Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or
- Associates degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education or family consumer science and two years of suitable experience in early childhood education, with preference given to experience with a provider facility that is accredited, or Texas Rising Star certified.; AND a
- Minimum of 1 year of full-time employment experience in childcare/early childhood setting required; includes 1 year of full-time early childhood classroom experience in a childcare center, Head Start/Early Head Start, or PreK through third grade school program. Lead position must have acted in a lead or supervisory capacity.

Knowledge, Skills, and Abilities

- Provide onsite coaching and training to participating early learning programs using various coaching strategies to meet the needs of the program and attain the participant goals set forth by Texas Workforce Commission (TWC)/TRS Guidelines and local board requirements.
- Demonstrate an understanding of early childhood program evaluation, assessment, and self-study processes, excellent knowledge of developmentally appropriate practice in early childhood care and education settings, and a thorough understanding of child development and family dynamics and management in early care and education settings.
- Provide technical assistance including but not limited to modeling, training, observation, and feedback, and practice a variety of other coaching strategies.
- Develop and facilitate trainings and workshops to participating programs.
- Collaborate with Child Care Health Consultants and other industry technical assistance professionals as required.
- Assist early learning programs with the creation of incentive proposals/requests for orders to purchase materials that will support quality improvement efforts and that follow purchasing policies and procedures of WFSCCT.
- Have thorough understanding of child development, family dynamics and management in early care and education settings.
- Excellent understanding of Texas Rising Star and national accreditation program criterion.
- Comply with the requirements for TRS mentors as set forth in the Texas Rising Star Staff Handbook from TWC.
- Complete the Texas Rising Star standards training, as described in the Texas Rising Star guidelines
- Excellent knowledge of and reliability (if applicable) in early childhood assessment/evaluation tools including: ITERS, ECERS, and other assessment tools.
- Successfully complete the TRS Mentor Micro-credentialing program and attain certification; maintain certification as required by TWC in the Texas Rising Star guidelines.
- Document all onsite visits noting observations, discussions and recommendations using correct grammar, punctuation, and following TWC/TRS, and WFSCCT requirements.
- Write monthly and/or quarterly reports as required. Submit all reports in a timely manner.
- Complete all required paperwork in a timely manner and keep an up-to-date permanent online file and a hard-copy case file for each early learning program.
- Enter data information into required TWC and/or WFSCCT systems and CLI Engage as required.
- Have knowledge of community resources and how they impact early childhood programs.
- Knowledge of Texas Infant and Toddler Early Learning Guidelines, PreK Guidelines, state licensing minimum standards, and adult learning principles.
- Registered with the Texas Early Childhood Professional Development System Trainer Registry or the ability to meet requirements for and obtain registration. (required)
- The ability to work independently and as a team member.
- Ability to handle pressure and work in a fast-paced atmosphere, positive attitude, excellent interpersonal and active listening skills, flexible and detail oriented, ability to resolve complaints and problem solve successfully.
- Capacity to manage multiple projects and tasks simultaneously.

- Excellent computer and typing skills. Above average skills in Microsoft Office Word, Excel, and Outlook required. Skills testing may be required. Ability to produce professional documents with little or no grammar and spelling errors.
- Participate in virtual and in-person meetings as requested by TWC, WFSCT, and/or the Child Care Quality Program Coordinator or other administrative staff.
- Must obtain at a minimum, 36 hours of professional development annually.
- **Must complete a background check according to TAC 745, Subchapter F, Background Checks upon hire and every five years thereafter.**
- Pursuant to the Texas Family Code, §261.101, Texas Rising Star staff members are mandated reporters when observing serious incidents as described in the Texas Rising Star guidelines.

Registration, Certification, or Licensure

Valid Texas motor vehicle operator's license.

Language Skills: Ability to read, analyze and interpret customer communications and policy and regulatory documents. Ability to effectively present ideas verbally including briefings and training classes. Ability to write effectively using correct grammar when preparing memos, letters, reports, and customer case notes.

Mathematical Skills: Ability to calculate figures and amounts such as hourly percentages of time worked.

Reasoning Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Other Skills and Abilities: Must be able to handle multiple tasks and possess the ability to work effectively with a diverse population. Computer, cell phone, server, fax, copier, scanner, and all general office equipment.

Physical Demands: While performing the duties of this job, the employee is regularly required to communicate with customers. The employee frequently is required to move from place to place. Any lifting restricted to items weighing less than 25 pounds. Extensive local and regional travel is required, as well as some travel outside of the region. Must have valid Texas driver's license with acceptable driving record. Proof of auto liability insurance is required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually light to moderate. Occasional work outside normal hours required.

These requirements listed are representative of the knowledge, skills, and/or ability required. Those with disabilities may expect reasonable accommodations to perform essential functions.

WSCT is an Equal Opportunity Employer.

