**Job Title: Child Care Quality Improvement Program Specialist**

**POSITION RESPONSIBILITIES/ESSENTIAL JOB FUNCTIONS**

**Job Description:**

POSITION RESPONSIBILITIES/ESSENTIAL JOB FUNCTIONS/NON-ESSENTIAL JOB FUNCTIONS/ PERFORMS OTHER DUTIES AS ASSIGNED:

* Carry a caseload of early learning programs participating in accreditation and/or the Texas Rising Star (TRS) Quality Project.
* Scheduling, developing, and delivering coaching services to providers toward meeting national accreditation or TRS certification,
* Assess programs in meeting TRS program criterion, and
* Provide childcare training activities related to meeting accreditation/TRS program criterion in the Workforce Solutions of Central Texas workforce delivery area.
* Preferred fluency in Spanish language to include being proficient in reading, writing, and speaking.

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)
* 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 with two years of experience as a director in an early childhood program, with preference given to experience with a provider facility that is accredited, or Texas Rising Star certified.
* Minimum of 3 years 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.

Essential Job Functions:

* 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 Workforce Solutions of Central Texas.
* 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 and assessors as set forth in the Texas Rising Star Staff Handbook from TWC.
* Excellent knowledge of and reliability (if applicable) in early childhood assessment/evaluation tools including: ITERS, ECERS, and other assessment tools.
* Successfully complete the TRS Assessor Certification course; receive certification and maintain as required by TWC.
* Successfully complete the TRS Mentor Micro-credentialing certification and maintain certification as required by TWC.
* Document all onsite visits noting observations, discussions and recommendations using correct grammar, punctuation, and following TWC/TRS 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 TWIST and CLI 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 (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, Workforce Solutions of Central Texas, 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.

EQUIPMENT USED: Computer, cell phone, server, fax, copier, scanner and all general office equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT: 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.

INTERNAL AND EXTERNAL CONTACTS: Internal team members, WFSCT agency staff, external childcare facility administrators and staff, childcare regulation, community partners, regional and state TRS mentors, TRS assessors and ECE trainers.

Position works under the supervision of the \_\_\_\_Temple Center Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_