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<b>Job Title</b>	Start with Stars Project Manager
<b>PVN ID</b>	VA-1605-001175
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	New York Early Childhood Professional De
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 09, 2016 (Or Until Filled)

## General Description

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The NY Early Childhood Professional Development Institute (PDI) is dynamic public/private partnership that works to ensure that all early childhood practitioners have access to a system of professional development. The PDI is in search of one (1) full-time employee to help develop and implement Start with Stars, an intervention-based initiative conceived of to support high needs early childhood programs to effectively address regulatory violations and address foundational issues that would impede full participation in QUALITYstarsNY. QUALITYstarsNY is New York State's quality rating and improvement system designed to assess, improve and communicate the quality of care in all types of early learning settings already in compliance with regulations. The Start with Stars Project Manager will collaborate with the QUALITYstarsNY leadership team, including the Project Coordinator, Quality Improvement Manager, Rating and Data Manager and Communications Manager to develop and rollout a successful pilot of Start with Stars.

This is an incredibly exciting opportunity to make a profound impact on children and families across New York State—by ensuring greater access to safe, healthy and nurturing early learning environments in which to learn and grow.

## Other Duties

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- Serve on and contribute to the QUALITYstarsNY leadership team
- Develop a project plan and framework for the Start with Stars pilot by considering, researching and testing innovative strategies to solve challenges facing programs with licensing violations
- Establish the mechanics, processes, procedures and parameters that will enable programs with regulatory issues to participate, efficiently and successfully resolve issues, and transition to full participation in QUALITYstarsNY
- Work collegially with staff to create a system that can track and maintain data for contributions to program reports
- Establish partnerships with key players, including the NYC Department of Mental Health and Hygiene

(DOHMH) and the Office of Children & Family Services (OCFS) to gather referrals, share information, and report upon progress at established intervals

- Once pilot has been developed:
  - Manage a caseload of Start with Stars programs
  - Hire, train and oversee the work of Quality Improvement Specialists as it relates to serving Start with Stars programs
  - Collect, maintain and ensure the accuracy of data
  - Analyze data collected to contribute to stakeholder reports

## Qualifications

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- Master's degree, or higher, in early childhood education or related field
- At least 5 years of administrative and teaching/coaching experience, preferably in early childhood program settings
- Strong knowledge base in both child and adult development & learning
- Exceptional interpersonal skills
- Experience with developing and sustaining successful collaborative partnerships
- Exceptional analytical and organizational skills
- Proficiency with using databases
- Excellent written and oral communication skills
- Ability to work independently and collaboratively in a fast-paced work environment and adapt to changing situations and priorities
- Ability to travel by public transportation to programs throughout the city and state, as needed

Please submit a cover letter, resume, and 2 brief (no longer than 2 pages) writing samples to [jobs@qualitystarsny.org](mailto:jobs@qualitystarsny.org) as well as submit an application via the Research Foundation website at:

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