



Job Title	Quality Improvement Specialist (QI Specialist)
PVN ID	VA-1706-001849
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY-PDI
Status	Full Time
Annual Salary	\$72,000.00
Hour(s) a Week	35
Closing Date	Aug 02, 2017 (Or Until Filled)

General Description

QUALITYstarsNY is a voluntary quality rating and improvement system that is designed to increase quality in early childhood centers, schools, and family homes throughout New York State.

QUALITYstarsNY is a project of the Early Childhood Advisory Council (ECAC), whose mission is to provide strategic direction and advice to the State of New York on early childhood issues. The implementation of QUALITYstarsNY is coordinated by the New York Early Childhood Professional Development Institute (PDI) at the City University of New York. PDI is a fast-paced, dynamic public/private partnership that works to ensure that all early childhood practitioners have access to a comprehensive, high-quality system of professional development.

For more information about QUALITYstarsNY visit www.qualitystarsny.org

Position Description: QUALITYstarsNY is looking to hire 1 full-time Quality Improvement Specialist (QI Specialist) to serve participating programs in New York City.

The QI Specialist is responsible for providing key support in the implementation of QUALITYstarsNY by working directly with a caseload of early childhood programs over the course of their participation. The crux of the QI Specialist position revolves around supporting programs to use data, such as their rating and assessment results, to create and implement a Quality Improvement Plan (QIP) and improve their program's quality over time. The QI Specialist supports programs to achieve the goals outlined in their QIP through a variety of strategies and also holds programs accountable to meeting their goals. The QI Specialist establishes and maintains a collaborative relationship with the program's "agent of change" and uses a facilitative, consultation model to provide technical assistance and coaching.

Other Duties

The QI Specialist works in a remote/home office or personal workspace. S/he regularly reports to the Quality Improvement Manager and collaborates with other members of the Central Office staff as well regional QI Specialist teams.

Primary duties and responsibilities include:

- Delivering on-site coaching and consultation aligned with QUALITYstarsNY program standards
- Supporting participants through the participation process, from application and orientation, to the Standards Inventory, to reviewing program data and monitoring and updating the QIP.
- Providing recruitment and orientation sessions, trainings, and 'learning communities' to support programs in meeting their goals.
- Using the QUALITYstarsNY database to create and update quality improvement plans and keep timely and accurate records.
- Allocating and tracking investments in programs.
- Providing regular updates to central office about progress and challenges in preparation for monthly management check-ins.
- Forming collaborative relationship with community partners to connect programs with local resources that are responsive to the programs' needs.
- Representing QUALITYstarsNY at local and regional events.
- Researching, developing and maintaining resources and other information to assist programs with best practices and meeting quality improvement goals.
- Assisting with reports to stakeholders and funders, as requested by central office staff.
- Participating in and supporting advocacy efforts to increase awareness of QUALITYstarsNY.
- Supporting your own professional development to meet the needs of programs in your caseload.

Qualifications

- Bachelor's degree in early childhood education, early childhood administration and supervision or child Master's degree strongly preferred.
- At least eight years of experience in similar work, including mentoring and/or early childhood teacher preparation.
- Knowledgeable about NYS early learning documents, including the PreK Foundation to the Common Core, The Early Learning Guidelines, and the Core Body of knowledge.
- Experience with the Environment Rating Scales (ERS) and designing coaching based on data and assessment results.
- Comprehensive understanding of a variety of early childhood settings, including center, family and school based programs.
- Demonstrated competencies in delivery of technical assistance, on-site consultation and mentoring.
- A complete and current profile in The Aspire Registry, New York's early childhood workforce registry.
- Excellent oral and written communication skills;
- Excellent organization and caseload management skills

- Ability to communicate effectively with diverse populations
- Proficiency in Microsoft Office (Excel, Word, and PowerPoint), entering information into databases, and navigating the internet.
- Bilingual in Spanish strongly preferred for positions in NYC and on Long.

A car, valid driver's license and insurance are required for all placements except New York City.

Salary: \$72,000

Please submit your cover letter and resume with your application.

In your cover letter, please include how you learned of this job opportunity.

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