

Job Title	Quality Improvement Specialist
PVN ID	VA-1711-002213
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY - PDI
Status	Full Time
Annual Salary	\$66,000.00 - \$72,000.00
Hour(s) a Week	35
Closing Date	May 14, 2018 (Or Until Filled)

General Description

QUALITYstarsNY is a voluntary quality rating and improvement system that is designed to increase quality in 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 at the City University of New York. The Institute is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice.

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 early childhood programs in **Staten Island**. (Part-time option will be considered.)

The QI Specialist is responsible for providing key support in the implementation of QUALITYstarsNY. The QI Specialist works directly with a caseload of programs throughout 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). The QI Specialist supports programs to achieve success through a variety of strategies and empowers programs to be accountable in meeting their goals. The QI Specialist is expected to establish and maintain a collaborative relationship with the program's "agent of change" or administrative agent and use a facilitative, consultation model to provide technical assistance and coaching.

The QI Specialist works in a home office or personal workspace. S/he regularly reports to the Quality

Improvement Manager and collaborates with other members of the QUALITYstarsNY staff, as well as regional QI Specialist teams.

Other Duties

Duties and Responsibilities

- Delivering on-site coaching and consultation aligned with QUALITYstarsNY program standards.
- Supporting programs through the participation process, from recruitment and orientation, to the Standards Inventory, to the Environmental Rating Scale observations, to an analysis of program data to develop and monitor the progress of the QIPs.
- Facilitating recruitment and orientation sessions, learning communities, and trainings to support programs in meeting their goals.
- Documenting and maintaining detailed, timely and accurate records of engagement with programs using the QUALITYstarsNY database system.
- Allocating and tracking financial resources invested in programs using various technological platforms.
- Forming collaborative relationships with community partners to connect programs with community resources that are responsive to the programs' needs.
- Representing QUALITYstarsNY at local and regional events, such as at the New York Association for the Education of Young Children (NYAEYC) conference.
- Writing technical reports to stakeholders and funders, as requested.
- Participating in and supporting advocacy efforts to increase awareness of QUALITYstarsNY across New York State.
- Researching, developing and maintaining resources to stay current in the field of early care and education.
- Supporting your own professional development to meet the needs of the programs in your caseload.

Qualifications

- Master's degree in early childhood education, early childhood administration or child development.
- At least eight years of experience in similar work, including coaching, mentoring and/or early childhood teacher preparation.
- Knowledgeable about New York State early learning standards, including the Pre-K Foundation for the Common Core, The Early Learning Guidelines, and the Core Body of Knowledge.
- Experience with the Environment Rating Scales (ERS) and designing coaching activities based on program data and classroom assessment results.

- Comprehensive understanding of a variety of early childhood settings, including center, family and school-based programs. Experience as a program administrator strongly preferred.
- Knowledgeable in adult learning theory with experience delivering trainings and providing consultation.
- A complete and current profile, or willingness to complete a 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 engage others with insight, diplomacy, and respect, being culturally responsive to diverse populations.
- Proficiency in Microsoft Office (Excel, Word, and PowerPoint) and ability to learn various technological tools and platforms.
- Bilingual, Spanish/English preferred.

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

Salary: \$66,000 - \$72,000

Please submit your cover letter and resume with your application. Kindly describe how you learned about this position in your cover letter.

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