Job Title	Quality Improvement Specialist (QI Specialist)
PVN ID	VA-1802-002364
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department	
Status	Full Time
Annual Salary	$66,000.00 - $72,000.00
Hour(s) a Week	35
Closing Date	Sep 30, 2019 (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 (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 (35 hours/week), bilingual (Spanish/English-speaking), Quality Improvement Specialist (QI Specialist) to serve early childhood programs in **New York City.**

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 the goals outlined in their QIP through a variety of strategies, such as connecting them to local professional development opportunities, and holds programs accountable to 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.

Other Duties

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 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 resources invested 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 community resources that are responsive to the programs' needs.
- Representing QUALITYstarsNY at local and regional events, such as at the New York State Association for the Education of Young Children (NYSAEYC) conference.
- 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 the 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
- Ability to listen and respond to others with insight, diplomacy, and respect
- Proficiency in Microsoft Office (Excel, Word, and PowerPoint), entering information into databases, and navigating the internet
- Bilingual, Spanish/English preferred, especially for NYC placement

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

Salary: $66,000 - $72,000

Preferred start date: As soon as possible/For immediate hire

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

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