Job Title	Quality Improvement Specialist- Mohawk Valley
PVN ID	VA-2004-003579
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs- NY Early Ch
Status	Part Time
Hourly Rate	$40.00-$42.00
Hour(s) a Week	19.00-34.00
Closing Date	Aug 31, 2020 (Or Until Filled)

General Description

MISSION

All young children in New York should have access to the highest quality services across sectors, locations, and professions. The New York Early Childhood Professional Development Institute, housed at the City University of New York, 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. The Institute is the implementing agency for QUALITYstarsNY.

QUALITYstarsNY is New York State's voluntary 5-Star early childhood quality rating and improvement system. Since its inception, QUALITYstarsNY has focused its evidence-based practices to ensure that young children in participating programs have access to excellence and families can trust the level of quality in the program they choose. Assessment, coaching, professional development, and a wide range of resources are made available to each site, enabling QUALITYstarsNY to support early childhood programs to earn higher star ratings.

GENERAL DESCRIPTION

The Quality Improvement (QI) Specialist is responsible for providing key support in the implementation of QUALITYstarsNY. The QI Specialist is assigned a case load of participating programs to provide ongoing technical assistance and resources to as part of continuous quality improvement. The QI Specialist works in partnership with the leadership of participating programs to effectively use data to create and implement an individualized Quality Improvement Plan (QIP). The QI Specialist supports programs to achieve the goals outlined in their QIP through a variety of strategies and holds programs accountable to meeting their goals. The QI Specialist is expected to establish and maintain a collaborative relationship with the program's leadership and use a facilitative, consultation model to provide technical assistance and mentoring.

The QI Specialist works in their assigned region(s), visiting participating program sites to support their

continuous QIP. The central office provides each QI Specialist with the equipment needed to manage extensive record keeping and filing timely reports. QI Specialists also participate in regular virtual meetings and on-site meetings as needed. The Assistant Director of Quality Improvement supervises the QI Specialist. The QI Specialist collaborates with regional QI Specialist teams as well as the central office staff.

DUTIES AND RESPONSIBILITIES

Leadership & Case Management

- Deliver on-site technical assistance and mentoring aligned with QUALITYstarsNY program standards
- Provide ongoing support throughout the participation process; technical assistance and mentoring
- Maintain up-to-date Quality Improvement Plans (QIP) in partnership with participants; analyze and monitor progress towards quality improvement
- Provide orientation sessions, trainings, and develop 'learning communities' to support programs in meeting their goals
- Build collaborative relationships with community partners to connect participants with necessary resources and professional development opportunities
- Represent QUALITYstarsNY at local and regional events and conferences

Budget & Data Management

- Maintain accurate records for allocating and tracking expenditures
- Develop efficient systems to carry out responsibilities using effective time management strategies
- Maintain an accurate and complete QIP for each participant that reflects goals, tasks, and appropriate expenditures
- Research local and state resources that support continuous quality improvement effort

Communication

- Prepare timely updates about progress and challenges with participants for regularly scheduled supervision meetings
- Manage schedule of visits and other priorities
- Plan, prepare, and participate fully in regularly scheduled regional meetings
- Plan, prepare, and carry out recruitment efforts to build QUALITYstarsNY waitlist and expand services
- Participate in outreach efforts to increase awareness of QUALITYstarsNY

Other Duties

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- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

Minimum Qualifications

- Master's degree in early childhood education, early childhood administration and supervision or child development
- At least 6 years of experience in similar work, including mentoring and/or early childhood teacher preparation
- Knowledgeable about NYS early learning documents, including the *NYS Prekindergarten Learning Standards*, *NYS Early Learning Guidelines*, and the *Core Body of Knowledge: New York State's Core Competencies for Early Educators*
- Experience with the Environment Rating Scales (ERS) and designing technical assistance and mentoring 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 and effective oral and written communication skills
- Strong organization and case load 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)
- Proven accuracy entering information into databases and ability to track, analyze, and report on data
- 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.
- Ability to travel regularly to various QUALITYstarsNY locations, and other agencies/partners locally and across the state.

Key Competencies

- Innovative
- Flexible
- Collaborative approach to work
- Strong interpersonal communication skills
- Sense of humor
- Reflective nature
- Comfortable with competing and shifting priorities
- Sound judgment and decision making

Physical Requirements

- This role is expected to routinely use standard office equipment such as conference call/webinar software, personal computers, laptops, photocopiers, and presentation materials.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time, and repetitive motion (keyboarding).
- Ability to travel regularly to various QUALITYstarsNY locations, and other agencies/partners locally and across the state.

How to Apply

Please provide a resume and cover letter specifying qualifications/experience relevant to this position.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.