Job Title	Regional Quality Improvement Coordinator â€“ Central NY
PVN ID	VA-2105-004027
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	$78,000.00 - $90,000.00
Hour(s) a Week	35
Closing Date	Jul 21, 2021 (Or Until Filled)

General Description

MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State. 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

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Assistant Director of Quality Improvement, the Regional Quality Improvement Coordinator (QIC), will work closely with the central office staff to implement the continuous quality improvement cycle of QUALITYstarsNY throughout New York State. The QIC will supervise a team of Quality Improvement Specialists serving specific regions across the state, who are responsible for creating and managing each program's Quality Improvement Plan and its supports, including fund allocations. The goal of this position is to effectively supervise and support the Quality Improvement Specialists with attention to monitoring Quality Improvement Plans. The QISC is responsible for building the capacity of QIS through

leadership, professional development, and a range of other supports to ensure success in the role.

Applicants should reside in New York City, Mid-Hudson, or Long Island regions to be considered for the position

Leadership & Supervision

- Cooperate and collaborate with other central office staff on a regular and consistent basis to reach and/or exceed project goals as indicated in annual work plans.
- Supervise and coordinate assigned Quality Improvement Specialists, including case management and the effective development and monitoring of the Quality Improvement Plans.
- Timely completion of annual performance evaluations for all assigned Quality Improvement Specialists and coordinate professional development opportunities to encourage growth and success.
- Co-Lead the bi-annual staff retreats in collaboration with other central office staff and Quality Improvement Specialists

Management & Monitoring

- Implement, and monitor quality control systems to ensure accountability for contract and grant deliverables, including documentation, tracking, and data analysis.
- Contribute to the development and revisions of the QIS Staff Manual.
- Collaborate with project director and project managers to monitor and improve the database system(s), including the development and revisions of technical manuals for staff and participants.
- Support management of the hiring and on-boarding process for Quality Improvement Specialists, including development and facilitation of the new hire orientation.
- Support review of data to inform and strengthen practices that align with state and local priorities.
- Respond to data analysis and write reports that describe progress toward project goals and outcomes.

Communication & Partnerships

- Engage in building relationships with key stakeholders, representing and promoting the work of QUALITYstarsNY locally and across the state at various events, trainings, and meetings.
- Develop partnerships with key agencies across the state to enhance the project and supports for participants.
- Attend and contribute to project planning meetings and the development of the annual project calendar.
- Maintain efficient and organized records and files as part of the administrative team

Other Duties

- Participate in staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

Qualifications

Minimum Qualifications

- A Master's Degree in early childhood education or related field of study
- The equivalent of 5+ years in a leadership role with project or program management experience in early childhood education or a related profession
- The equivalent of 3+ years of experience providing coaching and technical assistance/support to leaders of early care and education programs
- Strong managerial and supervisory skills to motivate the team to accomplish goals in an effective and timely manner
- Experience using data systems to inform daily practice, supervision, and evaluation
- Ability to develop, implement, and evaluate complex systems with integrity, efficiency, and accuracy
- Excellent and effective oral and written communication skills, including ability to facilitate training and presentations
- Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint) and general fluency with various technology tools and platforms
- Ability and willingness to travel, including overnight stays

Preferred Qualifications

- Previous work experience with QUALITYstarsNY strongly preferred
- Innovative
- Flexible
- Strong interpersonal communication skills
- Sense of humor
- Reflective nature
- Comfortable with competing and shifting priorities
- Sound judgment and decision making

Physical Requirements

- This position is a remote (work-from-home) position. This position is expected to routinely use standard office equipment such as conference/webinar software, personal computers, laptops, photocopiers, and presentation materials. Laptop and personal mobile device will be provided.
- 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). Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- 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 expressions, 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.