VQB5 Quality Improvement Coordinator

DATE: June 2022
REPORTS TO: Early Childhood Systems Director
DEPARTMENT: Early Childhood Systems
FLSA: NON-EXEMPT
FTE: Full time
SALARY RANGE: $55,000-$60,000

JOB SUMMARY

Smart Beginnings Virginia Peninsula is seeking a Quality Improvement Coordinator who will work with educators to include, owners, directors, support staff, teachers, and assistants to offer resources and strategies that support Virginia’s Unified Measurement and Improvement Standards (VQB5), emphasizing early childhood education and quality child care services through Ready Regions Chesapeake Bay (RRCB).

ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

1. In collaboration with the VQB5 team, develop a tiered professional development system to provide improvement supports to educators using Linkb5 data.
2. Manage administrative duties and tasks for professional development activities.
3. Assist with creating, implementing, and promoting all professional development opportunities across the RRCB region.
4. Build and maintain community partnerships and relationships with child care programs and providers.
5. Provide CLASS observations and feedback sessions.
6. Participate in VECF-provided technical assistance to build regional capacity to for measurement and improvement.
7. Participates in RRCB/SBVP team meetings and required state or regional trainings.
8. Other Duties. Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice

TRAVEL: Must be able to provide own transportation around the Ready Regions Chesapeake Bay area to early childhood facilities and across the state for meetings and trainings. Specialist is responsible for completing SBVP mileage form and submitting mileage monthly to be reimbursed at the state/federal mileage rate. Any out of state training must receive prior approval.

QUALIFICATION AND COMPETENCIES

1. Bachelor’s degree preferred from an accredited institution in a child-related field or human services field. Or education and experience commensurate with above preference.
2. Capacity to plan and train adults, to include coaching.
3. Strong knowledge of child development and willingness to learn about components of classroom assessment/observation (CLASS) and Virginia’s Early Learning Development Standards.
4. Establish and maintain effective working relationships in a collaborative style.
5. Communicates well orally, in person, by telephone, and in writing.
6. Possess an effective, working knowledge of coordinating activities and projects.
7. Meets all deadlines and manages time well.
8. Exhibits cultural sensitivity and has experience working with people from diverse backgrounds.
9. Flexible with working evenings or weekends as needed.
10. Ability to use technology effectively (Microsoft and Google Suites, communications platforms, other software)
11. Ability to travel in Virginia across the Ready Region Chesapeake Bay area supplying your own transportation, documentation of current auto insurance and valid driver’s license with annual reporting of no infractions.
12. Completion of required background checks: child protective services criminal history, and national sex offenders, as well as a TB risk assessment.

**ESTIMATED ON-THE-JOB TRAINING TIME:** Up to 6 months. A work plan will be co-developed for each stage of success. A professional development plan will be developed for the 3 and 6-month periods.

**WORK ENVIRONMENT:** Specialist may work remotely from home, on-site at early childhood facilities or in the Smart Beginnings Virginia Peninsula office.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

**EEO STATEMENT:** SBVP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

**ACKNOWLEDGEMENT:** Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

_________________________  _________________  ______________________  _________________
Supervisor                        Date                        Employee                        Date