

## JOB DESCRIPTION

(Child Development & Early Education Department)

Position: **Program Assessment Specialist**  
Reports to: **Director of Child Development, Early Education and Special Projects**  
Grade Level: **7**  
Wage & Hour Status: **Non-Exempt, Full-Time**

**Purpose:** The **Program Assessment Specialist** of the Early Learning Coalition of Seminole (Coalition) is primarily responsible for providing professional, reliable assessments of child care programs which encourages growth and focuses on improving quality of all child care programs. Responsible for achieving and maintaining minimum reliability standards and responsible for completing assigned assessments within the prescribed period. Responsible for providing trainings, and quality improvement support to School Readiness and Voluntary Pre-Kindergarten (VPK) providers. To promote high quality early learning opportunities for children in compliance with the Coalition's policies and procedures as required by the Coalition Grant Agreement with Office of Early Learning and other funding entities. Program Assessment Specialist services functions are performed in person, email, letters, telephone and Florida's Office of Early Learning Coalition Services Portal. This position will assist with outreach services to different populations to ensure awareness of early education and care services for the children in Seminole County. The successful candidate must possess exemplary interpersonal, customer service and organization skills along with a professional demeanor.

*(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and obligations may be modified when deemed appropriate by management.)*

### Functions and responsibilities:

- Work collaboratively with other Quality Improvement Department staff and all other individuals providing technical assistance and trainings to child care providers to ensure providers are connected to and receiving additional resources and support.
- Facilitate CLASS assessments in Infant, Toddler, and Pre-K classrooms including written reporting that gives evidence based meaningful feedback from the CLASS assessment and data entry of information collected during the assessment.
- Develop and conduct trainings of developmentally appropriate early care and education for child care providers with research based best practices based on the needs of the ELC and child care providers.
- Quality Improvement: provide on-site consultation for coaching, mentoring, and support using a Quality Improvement Plan (QIP) with SR programs most in need:
  - Assess program quality and identify strengths and areas for improvement.
  - Work collaboratively with the program director and caregivers/teachers, as needed, on quality improvement strategies.
  - Provide on-site consultation and targeted training; classroom-focused mentoring; modeling; videotaping and feedback; problem-solving; and print materials to reach goals and outcomes specified in the QIP.
- Quality Enhancement: provide support to build programs' capacity to improve and assure the continuing quality of their services to the children they serve:
  - Provide training sessions in health and safety practices, the inclusion of children with disabilities, and early literacy, series training to groups or clusters of centers and family care homes within County.
- Assist in creating reports based on data collection.
- Serve as the Coalition's representative to build and maintain a positive relationship and interaction with providers, the community and with peers.

- Make recommendations for process improvements to ensure efficient management of Quality Improvement of child care provider services.
- Contribute to the provider and family newsletters, information articles, as requested.
- Provide telephone consultations with providers and educate on the provider's programs requirements. OCA code based on funder.
- Assist with Coalition process by detecting and investigating possible acts of fraud, complaints, abuse of services related to provider contractual obligations.
- Assist with Coalition's goal achievements such as but no limited to Statewide Initiatives, Developmental Screenings, Pre and Post Child Assessments.
- Assist new contracted School Readiness and Voluntary Pre-Kindergarten (VPK) child care providers to receive appropriate provider orientation upon implementation of Provider's Agreement and annually after that, as needed.
- Assist the with the design and coordination of professional development activities annually and after that with ideas for innovative enhancements of new initiatives that will enhance Provider's high-quality education services.
- Accurately enter and retrieve information from the state database. Responsible for making history notes in state database whenever speaking with, or having transactions with child care providers.
- Conduct regular file audits to ensure the information in the archive is complete and in full compliance of funding sources.
- Attend all meetings/in-service training, community outreach and Coalition sponsored events assist in the evening and on weekends, as needed.
- Maintain reliability in CLASS tools that include but not limited to CLASS Infant, CLASS Toddler, and CLASS PreK.
- Participate in professional development to acquire and/or maintain certifications and trainings, as pertain to Coalition and OEL.
- Stay abreast of new early childhood trends, and SR/VPK programs requirement trends.
- Share with appropriate staff information/knowledge gathered at conferences and meetings.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own assignments with little or no supervision.
- Ability to work effectively with adult learners, especially in the areas of training and application of motivational strategies.
- Collaboratively work and foster teamwork amongst cross-functional teams.
- Ability to effectively communicate sensitive information and exercise sound judgment.
- Ability to work and communicate with people from various multi-cultural backgrounds and socioeconomic levels.
- Ability to solve problems and deal with a variety of variables.
- Proficiency in the operation and use of personal computers and computer software applications (Microsoft Office Suite). Ability to navigate the internet. Knowledge of state database system is preferred.

**Education and Experience Requirements:**

- Bachelor's Degree required, in Early Childhood Education, Child Growth, and Development, Social Work, Case Management, Administration or equivalent field. Master's Degree preferred. A minimum of three (3) years work experience working in direct early childhood or equivalent. A combination of education or documented continuing education, and experience sufficient to successfully perform the essential duties of the job as Program Assessment Specialist.
- Observer reliability in CLASS tools that include but not limited to CLASS Infant, CLASS Toddler, and CLASS PreK, preferred (Ability to achieve CLASS tool(s) observer reliability within 9 months employment and/or when certification is available).

- UF Coaching Certificate preferred (Ability to achieve Coaching Certification within 9 months employment and/or when certification is available).
- UF Community of Practice Facilitator Certificate preferred (Ability to achieve CoP Facilitator certification within 9 months employment and/or when certification is available).
- Preferred knowledge and expertise in the areas of:
  - Developmentally appropriate practices in early childhood education.
  - Teacher training and curriculum development and implementation.
  - OEL approved school readiness curriculum.
  - Certifications and Training as follow:
    - CLASS Infant Train-The-Trainer
    - CLASS Toddler Train-The-Trainer
    - CLASS Pre-K Train-The-Trainer
    - CLASS Observer Pre-K
    - CLASS Observer Toddler
    - CLASS Observer Infant
    - Making the Most of Classroom Interaction-MMCI
    - Teaching Strategies Gold (TSG Assessment)
  - Preparation of lesson plans and teaching materials.
  - Evaluation and assessment of both young children and adults.
  - Experience designing and implementing training activities and materials.
- Excellent written and interpersonal communication skills. Ability to speak, interpret and translate Spanish is a positive asset for this position.
- Must have a desire to advance professional skills continually, exhibit strong work ethic, ability to prioritize and able to work independently with minimal supervision.
- Must have the capacity to manage stress appropriately and manage multiple tasks and priorities.
- Should be familiar with the child care community in Seminole County.
- Must be willing to travel within and out of Seminole County to perform required tasks and provide own reliable transportation. Must have a valid Florida Driver's License, a good driving record, and automobile insurance when owned vehicle will be used for traveling.

**Professional Conduct:**

- Responsible for reporting immediately to the management of any suspected fraud, misrepresentation, any irregularity and suspected irregularity involving employees as well as families served through School Readiness/Voluntary Pre-K, Providers, Contractors and any other parties with a business relationship, direct or indirect, with the Coalition.
- Protect the confidentiality of child, family, and provider validating the information on records prior discussing any information related to their files.
- Responsible for reporting to the Florida Abuse Hotline when know or have reasonable cause to suspect that a child or a vulnerable adult has been abused, abandoned, neglected, or exploited. By Telephone 1-800-96ABUSE - 800-962-2873.
- Adhere to the policies and procedures of the Coalition while maintaining high levels of confidentiality and discretion.
- Attend work consistently, and punctual/according to Coalition policy.
- Adhere to dress code.
- Contribute positively to the work environment by supporting new ideas and change when applicable.
- Represent the Coalition professionally at all times.
- Demonstrate high standards of integrity, accountability, and service as defined by the values of the Coalition.

- Work cooperatively with both internal and external stakeholders at all time.
- Interpret and effectively communicate Coalition policies verbally and in writing.
- Ensure that all information of a confidential nature is held in a secure and confidential method.
- Complete all reports in a timely and comprehensive manner as required.
- Ensure consistency and proper use of OCA codes for federal, state, coalition and other reports.

**Background Checks:**

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Level II Background Check,
- Drug Test,
- E-Verify,
- Educational Verification,
- Possession of a valid Florida driver's license; and
- Ability to maintain Florida driver's license throughout employment required

**Essential Physical Requirements:**

While performing duties of this job the employee is regularly required to sit for prolonged periods of time; talk; hear; use hands and fingers to operate a computer, telephone, and other office equipment; reach with hands and arms; and stoop, kneel or crouch. Also, the employee will occasionally lift and move up to 25 lbs. Specific vision abilities required by this job include vision and capacity to adjust focus.

The noise level in the office is usually quiet. The physical demands and work environment described is representative of those that must be met by an employee successfully to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

**THIS JOB DESCRIPTION in no way states or implies that these are the only job duties to be carried out by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.**

This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties, responsibilities, and requirements are essential to the job. Job functions and requirements are subject to possible modification to accommodate individuals with disabilities reasonable. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.

I have reviewed and received a copy of this job description and acknowledge I have had the opportunity to ask for additional clarification from my direct supervisor or by any person authorized to give instructions or assignments.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Date: \_\_\_\_\_

