

ASSOCIATION FOR SUPPORTIVE CHILD CARE
QUALITY FIRST
JOB DESCRIPTION
PROGRAM SPECIALIST/QUALITY FIRST ASSESSOR

REPORTS TO: Assistant Coordinator/Quality First Assessment Supervisor

GENERAL SUMMARY: Conducts and completes assessments for Quality First participants in early care and education settings in an objective, reliable and efficient manner.

DUTIES AND RESPONSIBILITIES:

1. Implement policies and procedures as required for Quality First Assessment.
2. Demonstrate an understanding of early childhood evaluations, observations and assessments.
3. Demonstrates knowledge of ITERS, ECERS-R, FCERS, CLASS and other assessment tools.
4. Conduct scheduled observations in support of completing Quality First Assessment tools in selected early care and education settings according to sampling guidelines.
5. Complete appropriate Quality First assessment within timelines outlined by First Things First.
6. Calculate scores of assessments and enter data into the First Things First Assessment data system.
7. Develop and complete individual programmatic tracking tasks as required for completion of monthly reports and submit in a timely manner.
8. Participate in inter-rater reliability checks with Quality First Assessment Supervisor or Lead Assessor every 10 assessments and maintain 85% reliability of inter-rater reliability checks.
9. Represent Quality First in a professional manner, respecting confidentiality and diversity of participating sites.
10. Achieve and maintain assessor/validator status as required by specified assessment tool.
11. Participate in ASCC, Assessor Partnership and Quality First staff meetings as required.

12. Other duties as assigned by the Assistant Coordinator/Quality First Assessment Supervisor, Program Coordinator, Program Manager and Executive Director.

MINIMUM QUALIFICATIONS:

1. Minimum of a Bachelor's degree in early childhood education, child or family development or a related field.
2. Two years experience as a teacher or primary care provider in an early care and education setting with infants, toddlers or preschoolers preferred.
3. Documented experience in conducting observational assessments, preferably in early care and education settings.
4. Knowledge and/or experience with utilizing assessment tools, including ITERS, ECERS-R, FCERS and other assessment tools.
5. English/Spanish bilingual preferred.

KNOWLEDGE AND SKILLS:

1. Excellent knowledge of the early childhood field including developmentally appropriate practices.
2. Previous experience in and/or knowledge of the use of assessment tools such as ITERS, ECERS-R, FCERS and other assessment tools.
3. The ability to communicate professionally and effectively both verbally and in writing.
4. Thorough understanding of child development and management in early care and education settings.
5. Knowledge of ADHS and DES certified child care licensure standards.
6. Reliable transportation.
7. Ability to travel throughout the state and work occasional evenings and weekends.
8. The ability to maintain objectivity. Includes the knowledge and ability to maintain confidentiality and high ethical standards.
9. Knowledge, understanding and ability to respect diversity represented in cultural and linguistic populations served by Quality First.

10. The ability to maintain a tracking and documentation system.
11. Knowledge and use of computer technology.
12. The ability to work independently and as team member.
13. The ability to work cooperatively with other staff members and the community.

NOTE: The statements above are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Signed: _____ Date: _____