

**ASSOCIATION FOR SUPPORTIVE CHILD CARE**  
**QUALITY FIRST!**  
**JOB DESCRIPTION**  
**BILINGUAL PROGRAM SPECIALIST/QUALITY FIRST! COACH**

**REPORTS TO:** Assistant Coordinator/Quality First! Supervisor

**GENERAL SUMMARY:** The position provides coaching and mentoring to early childhood programs that are participating in the quality improvement process of Quality First.

**DUTIES AND RESPONSIBILITIES:**

1. Implement policies and procedures as required for Quality First.
2. Demonstrate an understanding of early childhood evaluation, assessment, and self-study processes.
3. Knowledge of ITERS, ECERS, FCCERS, CLASS and other assessment tools.
4. Conduct orientation meetings with selected programs within the timeframes required by Quality First specifications.
5. Provide onsite coaching and training to participating programs at a minimum of two times per month or as required by First Things First.
6. Provide technical assistance to participating programs and monitor progress of implementation of improvement plan.
7. Develop and complete individual programmatic tracking and technical assistance forms on a monthly basis.
8. Collaborate with assigned Health Consultant, Assessment Assessor, and other external support systems.
9. Write onsite reports and summary letters following onsite visits noting observations, discussions and recommendations using correct grammar and punctuation. Write monthly reports as required. Submit all reports in a timely manner.
10. Assist programs in the development of a Quality Improvement Plan.
11. Assist programs with the development of Program Improvement Grants for incentives.

12. Represent the project in community meetings and other professional settings, as required.
13. Develop and distribute resources and schedule of early childhood trainings.
14. Develop trainings and workshops for Quality First participants.
15. Maintain current knowledge of the early childhood field's information and research.
16. Develop a cooperative working relationship between the child care staff of participating programs, Quality First funders, T.E.A.C.H. Arizona, Quality First partners, and other agency staff working with Quality First.
17. Other duties as assigned by the Assistant Coordinator/Quality First! Supervisor, Program Coordinator, Program Manager and Executive Director.

**MINIMUM QUALIFICATIONS:**

1. Minimum of an Associate's degree (Bachelor's preferred) in early childhood education, child development or a related field. If hired with an Associate's degree, the candidate must agree to a signed contract to earn a Bachelor's degree within a specified period of time.
2. The ability to communicate effectively verbally and in writing in both English and Spanish.
3. Two years experience as a teacher or primary care provider in an early care and education setting with infants, toddlers or preschoolers.

**KNOWLEDGE AND SKILLS:**

1. Excellent knowledge of developmentally appropriate practices.
2. Previous experience in and/or knowledge of training, coaching or mentoring mechanisms.
3. Knowledge of community resources and how they impact early childhood programs.
4. Thorough understanding of child development and family dynamics 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 communicate effectively verbally and in writing in both English and Spanish.
9. The ability to maintain a tracking and documentation system.
10. Knowledge and use of computer technology.
11. The ability to work independently and as team member.
12. 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: \_\_\_\_\_