

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROJECT SUPERVISOR, EARLY LEARNING QUALITY IMPROVEMENT INITIATIVES

SALARY RANGE: 18 (Management/Confidential)

BASIC FUNCTION:

Under the direction of the Manager, Early Care and Education Programs, organize and direct the operations, activities and training functions to assist schools, districts and publicly funded, private and home-based family child care programs to improve educational opportunities for students in Early Care and Education programs; provide leadership and coordinate communications, meetings, reporting functions, data collection, and evaluation; assist manager with coordination efforts in the implementation of Contra Costa County's Quality Rating and Improvement (QRIS) Initiative: *Quality Matters*; work closely with program staff, schools and community partners in project planning, implementation and evaluation; serve as a technical support and monitor concerning quality improvement projects and personnel to assure smooth and efficient delivery of QRIS services; rate early care and education programs participating in QRIS according to the state approved *Quality Continuum Framework-Rating Matrix*; train and evaluate assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize, direct and conduct the operations, timely and effective implementation of quality improvement activities and training functions of the QRIS program; monitor, evaluate and adjust program and services in response to QRIS participant needs; assure activities comply with state and federal established laws, codes, regulations, policies and procedures.

Coordinate communications, projects and personnel to assure smooth and efficient delivery of quality improvement services, including services provided by subcontractors; develop and implement program and service schedules, activities, goals, objectives, plans, strategies, systems, standards, projects, processes and procedures that promote high quality early childhood experiences for high need children including children of color, children living in poverty, and English learners.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Serve as a liaison in early learning quality improvement initiatives and coordinate communications about QRIS to administrators, personnel, school districts, outside organizations, the public and various local and State agencies

Organize, direct and conduct the recruitment of programs for participation in the QRIS program: *Quality Matters* and services; identify and assist appropriate schools, early care and education programs and community agencies or other organizations with integrating approved *Quality Continuum Framework* assessments and measurement tools, curriculum and instruction resources and professional development services.

Develop and maintain continuous quality improvement standards as required by the California Department of Education (CDE); provide services to enhance the teacher's and administrator's understanding of QRIS practices, materials, guidelines, requirements and strategies related to the *Continuous Quality Improvement Framework*.

Monitor the quality of programs participating in quality improvement initiatives to assure compliance with established standards, protocols, requirements, and contract specifications; visit participating sites to observe classroom activities, confer with assigned consultants and staff, provide technical support, review documentation, prepare ratings, and assure child development needs are being met; identify and assure proper and timely resolution of compliance issues.

Provide technical assistance and support to ECE Project Specialist in the planning, development and coordination of professional development training and various supports related to the elements of the QRIS.

Work with the Manager, Educational Services in budget development, compliance monitoring, data and fiscal reporting; prepare and deliver oral presentations using variety of media, to explain related principles, theories, standards, guidelines, requirements, practices, procedures and techniques as needed.

Work with staff and partner agencies to implement and refine QRIS initiative goals and objectives.

Under the supervision of the Manager-Educational Services, develop subcontract documents, and serve as lead for QRIS subcontractor and consultant agreements need to implement QRIS activities and services.

Research information and assist with the preparation of project funding proposals; narrative reports to funders, CCCCOE leadership and other governmental organizations; maintain current knowledge of educational methods, research and practices, and standards related to early childhood education.

Draft annual preliminary budgets for assigned program and services to be approved by the Manager, Educational Services; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Prepare and maintain of a variety of narrative and statistical records, reports and files related to assigned program, services, participants, personnel, grants, budgets and assigned duties.

Develop and implement outreach and marketing activities to facilitate and enhance community awareness of and participation in the QRIS program. Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; establish and maintain partnerships with outside agencies; possess excellent oral and written communication skills, interpersonal skills using tact, patience and courtesy.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings and conferences; represent the Contra Costa County Office of Education and assigned program and services to various committees, councils, in-services, commissions and other events; prepare and deliver oral presentations concerning assigned programs and services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Early care and education structure in California, specifically, in the Bay Area counties, including licensing requirements, funding streams, state and federal subsidy programs, and existing quality improvement systems and programs.

Familiarity with QRIS practice and research, assessment protocols and rating including: California Quality Rating and Improvement Systems Framework-Rating Matrix; Environmental Rating Scales and the Classroom Assessment Scoring System (CLASS).

Methods of child developmental screening, observation and assessment including: the CA Department of Education Desired Results Developmental Profile (DRDP); knowledge of the CA Preschool Learning Foundations and Frameworks.

Organization of the operations, quality improvement activities and training functions of the QRIS framework; experience providing effective consultation, coaching and technical assistance to early learning programs, subcontractors, administrators, personnel and partner agencies.

Early learning quality improvement services, standards, requirements, principles, practices, techniques, theories and procedures related to the QRIS framework.

Local, State and federal standards and requirements governing assigned program.

Proficiency in Microsoft Office Suite applications and internet navigation.

Knowledge and experience with data systems, data collection, analysis and reporting.

ABILITY TO:

Develop and sustain collaborative relationships that support equitable, high-quality care and education to children and their families.

Demonstrate strong skills in project management and administration; program planning, budget development, monitoring, fiscal accountability, project reporting, and record keeping.

Organize and direct the operations, quality rating and improvement activities and training functions of the QRIS program.

Coordinate communications, information, projects and personnel to assure smooth and efficient delivery of services.

Communicate effectively orally and in writing to staff, partners and the public.

Respond to inquiries and assure proper and timely resolution of issues or concerns related to assigned project and activities.

Train and evaluate the performance of assigned personnel.

Monitor, evaluate and adjust services in response to participant and customer needs.

Develop and implement program and service schedules, activities, goals, objectives, plans, strategies, systems, standards, projects, processes and procedures.

Organize and direct operations and activities involved in the recruitment of students for participation in assigned program.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Child or Human Development, Early Childhood Education, Social Sciences or related field. Master’s degree preferred.
- Three years increasingly responsible experience in a public, private or community organization serving high need populations and families with young children, including responsibility of program coordination, fiscal oversight, planning and/or evaluation.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Ability to drive a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.