

Job Description

Title: Early Childhood Assessor

Department: Quality Initiatives

FLSA Status: Non-Exempt

Reports to: Vice President of Quality Initiatives

Date: _____

Job Function:

To administer and facilitate classroom-based observational assessments, including but not limited to the Classroom Assessment Scoring System (CLASS) Infant, Toddler and Pre-K.

General Goals:

- To conduct classroom-based observational assessments in early care and education settings including, early learning centers, Head Start/Early Head Start, and family child care homes using the Classroom Assessment Scoring System (CLASS), for Infant, Toddler and Pre-K classrooms;
- To enter CLASS and other relevant assessment data into WELS or approved state portal;
- To achieve and maintain, at least 90% interrater reliability on the CLASS and other tools as applicable;

Specific Responsibilities:

- Ensures regulatory compliance and adherence to professional standards.
- Achieves and maintains reliability on all assessment tools used by the program. This requires a minimum of 90% on the Infant, Toddler, and Pre-K CLASS tools, as well as calibrations on each tool, as a condition of employment.
- Conducts training for peers as needed.
- Attends meetings, trainings, conferences, and Author reliability checks as required by the supervisor.
- Evaluates and/or audits data protecting the integrity of clients, employees and company information.
- Establishes systems to achieve, monitor, and maintain efficiencies, ensuring continuous flow of information to appropriate parties.
- Completes the required number of assessments per month, preparing and finalizing the required report within contract periods.
- Complies with quality standards in the completion of summary reports on each assessment completed.
- Completes assessments in such a manner that attends to quality, efficiency, cost-effectiveness, positive outcomes, and innovative methods of service delivery.
- Ensures all documentation is thorough, accurate and completed within prescribed periods.
- Demonstrates a high-level of editing and proofreading skills in both English and Spanish.
- Demonstrates cultural and age-specific competencies in interactions with clients, co-workers and customers.
- Demonstrates the ability to work effectively in underserved communities, low-income areas, and priority programs
- Demonstrates leadership in the field through ongoing professional development and participation in workgroups and professional organizations at the community level and/or state level.

- Displays knowledge of Department of Children and Families Child Care Licensing Rules and Regulations for early learning programs.
Displays knowledge of requirements as a mandated reporter
- Ability to work collaboratively with diverse populations in a culturally appropriate manner.
- Ability to work independently and organize activities essential to the position.
- Works collaboratively with other ELC program staff to complete all CLASS Assessments in a timely, positive manner.
- Provides community resources to providers when appropriate.
- Serves as an ELC representative in creating and maintaining positive relationships in the community.
- Responsible for the use of an agency paid cell phone device
- Assist organization with special projects.
- Performs other duties as assigned.

Skills and Abilities:

- Accountability
- Effectively communicate in forums that require public speaking
- Interpersonal relationships
- Effective listening and observing
- Organization and time management
- Work effectively with diverse population
- Ability to collaborate and coordinate with other community agencies, organizations to maximize efforts and avoid duplicative services

Qualifications (minimum):

- BA/BS in Early Childhood, Elementary Education, Special Education, Psychology, or related field highly preferred. High School diploma or equivalent required.
- **Three (3) years** conducting observation-based classroom assessments using the applicable assessment (CLASS Infant, CLASS Toddler, or CLASS Pre-K) is strongly preferred.
- Teachstone Reliability on all CLASS tools being utilized is strongly preferred.
- Bilingual preferred
- Excellent writing, communication, and technological skills
- 80% or more travel will be required
- Must be willing to travel to all areas, as needed, within the South Florida areas to perform required tasks. Must provide own reliable transportation. Requires a valid Florida Driver's License, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy
- Reliable source of transportation and proof of insurance
- Knowledge of typical and atypical child development and developmental milestones
- Training, education and/or experience may be substituted for certain minimum qualifications.

Relevant Experience:

- CLASS Infant, CLASS Toddler, or CLASS Pre-K (Program Evaluation)
- Making the Most of Classroom Interactions (MMCI)
- Environmental Rating Scales

Relevant Training Credentials:

- Knowledge of federal, state and local laws and regulations pertinent to early childhood program assessment (Rule 6M-4.740 FAC, Rule 6M-4.741 FAC)
- Teachstone Certified CLASS Observer (Infant, Toddler, Pre-K)
- Familiar with Miami-Dade/Monroe and FL State WELS Systems for Data Entry
- Familiar with using VINS assessment application to enter CLASS Assessment data

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Employee name