

## Job Description

**Title: Quality Improvement Specialist**  
**FLSA Status: Non-Exempt**  
**Date: June 2018**

**Department: Quality Initiatives**  
**Reports to: Quality Improvement Supervisor**  
**Approved:**

### **Job Summary:**

Quality Improvement Specialist (QIS) is responsible for supporting the implementation of Performance Funding Project (PFP) strategies in Early Learning programs leading to progress through the Tier system.

### **Essential Duties and Responsibilities:**

- Develop and demonstrate awareness of the PFP initiative and the mechanics of the process, including the strategies, tiers, community resources and supports available.
- Ensures that technical assistance services align with the PFP initiative to meet the specialized needs of the providers.
- Demonstrates knowledge on the Classroom Assessment Scoring System (CLASS) tool.
- Build teacher capacity and their understanding of instructional practices as related to CLASS, Developmentally Appropriate Practices (DAP), curriculum, NAEYC Code of Ethics and Florida Early Learning Standards.
- Works collaboratively as a team with others QIS to develop areas of expertise and provide targeted assistance based on the unique and evolving needs of the teachers.
- Establishes and maintains a trusting, confidential and non-evaluative relationship with teachers and align coaching based on classroom observations.
- Promotes reflection, provide guidance and structure where needed, and focus on strengths and collaboration.
- Ensures high-quality instruction in classrooms through modeling, co-planning, and providing feedback to teachers.
- Informally observes and provides feedback for a teacher's professional growth and students' success.
- Demonstrates the ability to manage multiple projects and deliver coaching to multiple providers.
- Demonstrates ability to work effectively with adult learners, especially in the areas of training and application of motivational strategies.
- Demonstrate the ability to provide support needed by the providers while maintaining a professional and ethical relationship.
- Displays knowledge of DCF Child Care Licensing Rules and Regulations for early learning 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.
- Develops and demonstrates the ability to utilize all technology and technology protocols associated with the PFP including but not limited to: Web-based Early Learning System (WELS) and Microsoft office.

- Demonstrates the ability to work effectively in underserved communities, low income areas and priority programs
- Ability to work collaboratively with diverse populations in a culturally appropriate manner.
- Ability to work independently and organize activities essential to the position.
- Performs related duties as required.

**Skills and Abilities:**

- Strong organization skills
- Accountability
- Adaptability
- Ability to predict agency needs
- Problem Solving
- Verbal and Written Communication Skills

**Qualifications:**

- Bachelor's Degree required. Degree in Early Childhood Education or related field preferred. Masters preferred.
- Must be CLASS Reliable Observer
- Must be Coach Certified by the University Florida Lastinger Center
- 1-2 years classroom experience in early childhood or a related field required
- Bilingual Spanish preferred
- Computer skills required, including a working knowledge of Microsoft Office
- Excellent communication skills including telephone/email etiquette, listening skills and the ability to respond sensitively and empathetically to the needs of others
- Ability to work with a diverse population
- 30% or more travel will be required if needed
- Must be willing to travel all areas, as needed, within the South Florida areas to perform required tasks and 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

**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.**

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Employee name

\_\_\_\_\_  
Date

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