

KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW DRAFT APPROVED MARCH 2015
RANGE: 46.5
CLASSIFIED
CODE: NONE

PROGRAM QUALITY SPECIALIST – EARLY CHILDHOOD

DEFINITION

The Kern County Superintendent of Schools Office operates and provides support services to Early Childhood programs in Kern County. The intent of this project is to increase the quality of local preschool programs through assessment, training, and coaching.

Under general supervision, the Program Quality Specialist will work with the Quality Rating and Improvement System (QRIS) Consortium and will provide support to the Consortium in implementing the QRIS project county-wide.

The Program Quality Specialist will also work jointly with the Local Planning Council Coordinator, the Coach Supervisor/Assessment Supervisor to implement and monitor project components, compile data for state reports, and plan for re-application.

EXAMPLES OF DUTIES

Oversee all components of the QRIS application;

work with the Technology Services Department to develop a data base for assessment;

identify and work with a project evaluator to assess program progress;

maintain fiscal processes as identified;

recruit sites, conduct orientations and oversee assessment for project participation;

oversee general contract management;

monitor and maintain data on site assessment;

schedule and monitor progress of coaching activities;

develop and maintain site specific portfolios;

work with the Consortium chair to develop and plan consortium meetings;

development and implement communication systems;

work with QRIS staff to develop supports for sites including county-wide training and other support opportunities for sites;

compile data and submit all required reports to the State Department of Education.

QUALIFICATIONS

Knowledge of:

The Quality Rating and Improvement System;

early childhood education;

computers and related software application, specifically student data management systems.

Ability to:

Work collaboratively with QRIS staff, supervisors, and program support staff in a professional and efficient manner;

establish a good foundation for working with teachers, school administrators and other community agencies;

communicate verbally and in written format professionally with a variety of audiences;

meet deadlines;

show willingness to follow the policies and regulations of the Office of the Kern County Superintendent of Schools.

Experience:

Three (3) years' experience in Early Childhood Education;

two (2) years' experience working with computerized student data management systems;

two (2) years' experience working with electronic spreadsheets;

experience with managing assessment and performance data in early education highly desirable.

Education:

Bachelor's Degree in Early Childhood Education or Child Development preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

3/11/15

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