

United Way of Roanoke Valley

Job Title: Virginia Quality Technical Assistance Specialist
Department: Smart Beginnings Greater Roanoke
Reports to: Virginia Quality Regional Coordinator
Status: Exempt
Date: June 2016

Organization: The mission of United Way of Roanoke Valley is to improve lives by mobilizing the caring power of people in our community. By leading important initiatives and making strategic investments in health and human service partners, we work toward our goal of positively and sustainably changing community conditions.

Smart Beginnings Greater Roanoke, an initiative of the United Way of Roanoke Valley, is a collaborative of community leaders from businesses, school systems, nonprofits and private individuals who are working together to ensure that every child in Greater Roanoke enters kindergarten with the skills needed to succeed in school and in life.

Please visit www.uwrv.org to learn more about United Way of Roanoke Valley.

For more information, please visit smartbeginningsroanoke.org.

Summary:

He/she must believe and exemplify United Way of Roanoke Valley's mission, vision and values.

Key Accountabilities:

The key responsibility of the Virginia Quality Technical Assistance Specialist is to support and expand the implementation of the Virginia's Quality Rating and Improvement System by working with centers in the defined geographic region to ensure integrity and success.

Essential Duties and Responsibilities include the following:

Promote Access to High Quality Care

- Retain programs currently enrolled in Virginia Quality
- Recruit and enroll center and classroom based programs, and family child care home providers into Virginia Quality
- Recruit and enroll eligible programs that serve children eligible for subsidy and children of high need
- Leverage community partnerships in existing Early Care and Education Systems
- Engage stakeholders serving low-income, at-risk or high needs families

Assess Quality of Care & Access to Care

- Collect work plan data and tracker information quarterly and prepare quarterly report of local Virginia Quality activities
- Provide pre-observation assessments to determine program readiness for on-site observations, continued quality improvement activities, or goals for Quality Improvement Plans
- Provide validation visits for programs demonstrating quality requirements to reach a Level 3
- Track and monitor program engagement and movement through demonstrating levels of quality

Position Description: Virginia Quality Technical Assistance Specialist

Support Quality Improvement

- Maintain caseload of 50-70 programs
- Provide TA on OPDS and Virginia Quality Database
- Provide regularly scheduled group training and learning communities
- Facilitate group training as assigned by region
- Deliver individual and group TA as needed for programs on caseload or in response to TA expertise
- Provide quality improvement support based on the level and needs of the program based on the aspects of quality the program is ready to demonstrate next
- Support program QIP development
- Support and encourage program engagement in continuous quality improvement activities
- Collaborate with Smart Beginnings to identify TA needs for mini-grants and scholarships
- Collaborate and communicate with local partners to provide TA and meet work plan goals
- Coordinate with other TA providers in the region (ITSN, Child Care Resource Center, Head Start, Smart Beginnings)

Communicate Quality Care to Families

- Identify programs to receive Virginia Quality yard signs
- Identify programs eligible to receive rack cards for distribution to families
- Partner with local media and Smart Beginnings to promote access to high quality care
- Provide resources on identifying high quality care to stakeholders working with families

Supervisory Responsibilities: None

Ideal Qualities & Qualifications: The following are representative of the knowledge, skill and/or ability required to satisfactorily perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, the Regional Coordinator must have:

- Thorough understanding of the impact of quality early childhood education and the issues facing children, youth, and families in the area
- Ability to manage multiple priorities in an organized manner
- An ability to comfortably deal with multiple interruptions on a continual basis, always maintaining a friendly interface with others
- Collegial nature and collaborative style when working in a team dynamic
- Natural and confident ability to explore and identify mutually beneficial solutions
- Highly effective written and verbal communicator
- Proficient computer skills, including knowledge of Microsoft Excel, Word, and Outlook
- Knowledge of web-based applications
- Experience working with staff in early care and education programs, social service agencies, schools or other private and public early education settings

Position Description: Virginia Quality Technical Assistance Specialist

- Knowledge of early childhood education classroom best practices
- Highly confidential when working with sensitive and personal information.

Preferred Qualifications:

- Knowledge of the various regulating authority standards related to early childhood programs (Virginia Standards for Child Day Centers and Family Child Care Homes, Head Start, Board of Education, etc.)
- Knowledge of the Classroom Assessment Scoring System (CLASS) and/or the Environmental Rating Scales (ERS)
- Knowledge of Virginia's Competencies for Early Childhood Professionals
- Knowledge of Virginia's Milestones of Child Development
- Knowledge of Virginia's Foundation Blocks for Early Learning
- Actively involved in the area's ECE community
- Bilingual skills

Education and/or Experience: Bachelor's degree in early childhood education, early intervention, educational psychology, developmental psychology or a related field

Language Skills: Ability to read, analyze and interpret database reports. Ability to write reports and business correspondence. Ability to present information to and respond to questions from groups of diverse individuals. Ability to document and communicate information to an audience.

Computer and Analytic Skills: Proficient knowledge of Microsoft Excel, Word, Outlook and Publisher

Licenses: Valid Virginia Driver's License

Other Skills: Sensitivity and respect for cultural diversity

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 regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally required to stand walk and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee works in a both in the field and in an office environment. Field work consists of settings such as classrooms, daycare centers, playgrounds, training rooms, etc.

Position Description: Virginia Quality Technical Assistance Specialist

Statements in this Position Description are intended to describe the general nature of the work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position. UWRV offers excellent benefits, a great work environment and is an equal opportunity employer.