

FAMILY RESOURCE & REFERRAL CENTER

Serving the Community for over 30 years

509 W. Weber Ave., Suite 101, Stockton, California 95203
Phone: (209) 948-1553 ~ Toll Free: (800) 526-1555 ~ Fax: (209) 948-3554
www.frrcsj.org



Child Care Assistance - Child Nutrition - Community Resource & Referral - Early Care & Education - Administration

The following opening is available for qualified candidates. This is a full-time non-exempt position with a salary of up to \$18.75 per hour. Interested candidates can obtain an employment application at our website: www.frrcsj.org or in person at our office listed above. Applications must be submitted with a resume. Applications and resumes may also be faxed to the Human Resources Department at (209) 461-3091 or submitted to our office. This position is open until filled.

Job Title:	QUALITY IMPROVEMENT COACH
Department:	COMMUNITY DEVELOPMENT
Reports To:	DIRECTOR OF PROGRAM SERVICES
FLSA Status:	NON EXEMPT
Grade Level:	04

Family Resource and Referral Center (FRRRC) employee responsibilities include becoming familiar with all programs operated by FRRRC.

GENERAL SUMMARY:

The Quality Improvement Coach will provide onsite coaching, technical assistance and support to Family Child Care Providers who are participating in the Race to the Top program. They will support selected programs in meeting their quality improvement goals in order to improve the quality of services for children who are in their care. Participates in San Joaquin County's Quality rating and Improvement System.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Recruit FCCH providers to participate in the RTT program
- Work with each site to develop and implement a Quality Improvement Plan and facilitate linkages to other professional development and quality improvement resources.
- Conduct or assist as needed with training presentations for child care providers to support quality improvement strategies
- Participate in regular coaching team meetings and collaborative meetings with partners as required.
- Track, report and complete data entry of activities on a regular basis.
- Attend trainings to increase coaching skills and knowledge and obtain and maintain certifications as required

QUALIFICATIONS:

- Strong interpersonal skills and ability to build relationships with others
- Effective written and verbal communication skills
- Knowledge of early childhood program assessment and observation tools and some familiarity with the Quality Rating and Improvement System
- Ability to take initiative, solve problems and work independently as well as part of a team
- Competency with technology tools
- Excellent organization and time management skills
- Must have valid California driver's license and reliable transportation for visiting child care programs and attending meetings throughout San Joaquin County

Must have experience in coaching, training, or supervising child care workers in a child care setting and/or providing training or technical assistance to providers in a community based organization. Experience with a variety of child care assessment tools such as CLASS, ERS (Environmental Rating Scales), and DRDP-15.

In addition the following is required:

An interest in, and ability to, work with the public on a daily basis.

The ability to learn new information quickly

The ability to type and perform clerical tasks, including the creation of word documents, data input, and reporting.

A working knowledge of San Joaquin County and the ability to provide his/her own transportation to work-related meetings and activities.

An attention to detail and accuracy

Good writing and communication skills.

Bi-lingual Spanish speaking applicants are preferred.

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting and Standing for extended periods of time.

Seeing to read a variety of materials.

Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion; to make good judgements and decisions; and to evaluate the results of decisions and judgments.

ATTENDANCE IS AN ESSENTIAL FUNCTION OF THIS JOB

EDUCATION AND EXPERIENCE:

Bachelor's degree strongly preferred in Early Childhood or related field. Certification in CLASS, ERS, PITC and DRDPs. California Child Development permit.

A minimum of 3 years of experience working in Early Childhood field required. Must have experience coaching, training or supervising staff in an early care and education setting.

Our programs are on a yearly contract basis.