

**Quality Improvement (QI) Specialist**  
**Hourly (non-exempt) 37.5 hours/week**  
Reports to: Program Director

The QI Specialist is responsible for providing ongoing coaching to participating Access to Quality Child Care (AQC) participants as well as participants from Marin Quality Counts (MQC). This includes technical assistance, on-site and web-based coaching, formal and informal assessments using valid tools, offering trainings/ workshops and supporting programs in meeting their quality improvement goals.

**Essential Duties and Responsibilities:**

- Provide onsite coaching, technical assistance and support for Early Care and Education (ECE) programs, including family child care and center- based providers, participating in AQC and MQC.
- Work with each site to develop and implement a Quality Improvement Plan (QIP) and facilitate linkage to other professional development and quality improvement resources.
- Conduct or plan for trainings for child care providers to support quality improvement strategies.
- Participate in regular coaching team meetings and collaborative meetings with partners as required.
- Track, report on and complete data entry of all activities on a regular basis, including site visits.
- Attend trainings to increase coaching skills and knowledge, and obtain and maintain certifications as required.

**Skills and Abilities:**

- Strong understanding of early childhood education, child development, developmentally appropriate practices, the QRIS Matrix and The California QRIS Implementation Guide.
- Strong understanding of the Environment Rating Scale (ERS), Classroom Assessment Scoring System (CLASS), Desired Results Developmental Profile (DRDP), Ages and Stages Questionnaire (ASQ), Center for the Social Emotional Foundations for Early Learning (CSEFEL), and the California Foundations (Infant/Toddler and Preschool).
- Strong written skills, public speaking and presentations skills.
- Detailed organization skills.
- Demonstrated ability to relate well with parents, providers, and co-workers.
- Ability to generate accurate reports.
- Proficiency with computer software (eg: Publisher, In Design, Contribute, Microsoft Office Suite)
- Ability to accept supervision and work independently
- Knowledge of California Child Care Licensing Regulations
- Previous coaching, adult learning experience
- Ability to work with culturally diverse populations and varied socio-economic levels.
- Ability to work evenings and weekends – this position requires availability a minimum of two evenings per month.
- Must be able to work cooperatively with team members.
- Share agency vision for accessible and affordable quality childcare for all Marin families.
- Valid California Driver's License.
- Bilingual/Bicultural preferred but not required.

**Qualifications:**

- Bachelor's degree strongly preferred. Certification in ERS, CLASS or CESEFEL highly desirable
- A minimum of 3 years of experience working in Early Childhood field required. Must have experience coaching, training or supervising staff in an early education setting

- Strong interpersonal skills and ability to build relationships with others

**Physical Demands:**

The physical demands described here are representative of those that must be met 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.