

**JOB DESCRIPTION**

**Job Title: QRIS Coordinator (9743)**

**Job Summary:**

Under the direction of the QRIS Program Manager, plan, organize, and implement the operations and activities of the QRIS program. Receives general supervision from the QRIS Program Manager or higher-level management.

**Essential Functions:**

- Assist with communications, information and resources to assure smooth and efficient activities of QRIS program.
- Collaborate with administrators, personnel, outside agencies and other in the development and implementation of the QRIS program.
- Assist with the planning, development, training and other staff development activities.
- Prepare, develop and distribute related training and support materials.
- Assist in coordinating meetings, committees and special events.
- Work in collaboration with program staff, community partners, and the public.
- Collaborate with appropriate staff planning in developing school activities, instructional and guidance programs.
- Contact individuals and organizations to promote programs, functions, activities, goals and objectives.
- Coordinate and arrange for advertisements and other publicity.
- Examine, select and provide in-service training of teachers, principals, and other similar personnel involved in instruction.
- Prepare and maintain a variety of narrative and statistical records, reports and files.
- Provide technical information and assistance to the assigned supervisor regarding needs, issues and progress.
- Assist in the formulation and development of policies, procedures and programs.
- Research, compile, assemble and evaluate a variety of technical information.
- Train and provide work direction and guidance to assigned personnel
- Assign duties, review work to assure accuracy and completeness, and evaluate employees.
- Respond to inquiries and provide detailed and technical information concerning activities, standards, requirements, time lines, laws, codes, rules, regulations, policies and procedures.
- Adhere to the schedules, policies and procedures as determined by the Tulare County Office of Education Early Childhood Education Program.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Maintain a safe work environment.
- Serve as a liaison between organizations and the public.
- Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the program.
- Perform other duties as assigned.

**Knowledge, Skills and/or Abilities:**

- **Skills/Abilities to:**
  - Provide coaching services on a variety of issues including classroom management, behavior, disabilities, etc.
  - Communicate effectively both orally and in writing with individuals of various educational, cultural, and socio-economic backgrounds.

- Effectively interact with teachers, administrators, children, families, and the public.
  - Observe, document, monitor, and record data.
  - Recognize and follow policies and procedures.
  - Use computers and a variety of office machines.
  - Understand, interpret and apply federal, state, local, and county office policies, procedures, laws and regulations.
  - Understand and assess the needs of program staff.
  - Understand and assess the needs of children with all abilities.
  - Organize, plan, and prioritize daily schedules.
  - Work effectively as a team member as well as in unsupervised and uncontrolled environments.
  - Maintain confidentiality.
  - Plan, develop, implement and conduct training sessions and other staff development activities.
  - Monitor and assess program operations and activities.
  - Serve as a liaison between the program and outside organizations or public concerning the program.
  - Travel locally and out of county using own vehicle.
  - Speak, read and write English necessary.
  - Speak, read and write Spanish preferred.
- **Knowledge of:**
    - Early childhood development, mental health, early care and education, and special education.
    - Early childhood coaching strategies.
    - Various handicapping conditions, including developmental disabilities, physical impairments, and “at-risk” complications.
    - Strategies, theories, techniques, and methods of inclusion of all children in early care and education programs.
    - Strategies, theories, techniques, and methods of behavior and classroom management.
    - Observation, screening, and data collection methods.
    - Curriculum and instruction.
    - Assessment and screening tools (i.e. CLASS, ECKERS)
    - Practices, procedures and techniques involved in the development and implementation of staff development activities.
    - Public speaking techniques.
    - Record keeping techniques.
    - Interpersonal skills using tact, patience, flexibility, and courtesy.
    - Applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements related to the program.

**Working Conditions and Physical Abilities:** Classroom for preschool children; Outside in play area, sand box, nature walks; Traveling to meetings throughout Tulare County; Occasional travel and/or training outside Tulare County  
 The noise level can be from extremely quiet to high; Sitting on small chairs and standing for extended periods of time; Sitting on floor; Kneeling and crawling; Bending, stooping, crouching. Talking and hearing; regularly pick up 25 lbs or more – preschool children; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Education and Experience Required:**

- Bachelor’s Degree in Child Development or related field, three (3) years of increasingly responsible experience working in an early childhood, special education, or other closely related program with increasing levels of responsibility, AND two (2) years direct supervision of staff.
- Master’s Degree in Child Development or related field desired.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver’s License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.