

Title: Program Assessment Specialist

Starting Pay: \$15.75 / Hourly

Job Status: Non-exempt

Reports to: Education Manager

SUMMARY OF RESPONSIBILITIES:

Provide Program Assessment services and support to childcare providers within Okaloosa and Walton Counties in support of State and Coalition initiatives.

GENERAL RESPONSIBILITIES:

- Responsible for the state required early education program assessments (currently Classroom Assessment Scoring System or CLASS) including but not limited to the following areas:
 - Data management in the state assessment system (WELS)
 - Scheduling and completion of assessments as necessary
 - Travel to and from program assessments in Okaloosa and Walton Counties
 - Reporting any programmatic changes to assessment tool to management
- Maintain CLASS Observer and CLASS Group Coaching certifications for all appropriate age levels
- Collaborate and conduct training and technical assistance related to program assessments for Providers and Coalition staff
- Prepare Provider Assessment reports from applicable systems and consolidate and disseminate as required/requested.
- Maintain electronic and any necessary hard copy files of assessments, correspondence, records and reports as needed to properly fulfill Coalition work plan and State requirements.

OPERATIONS

- Works closely with team to ensure accurate provider and program related information in all applicable data systems (QPS/EFSM/WELS/etc.).
- Perform quality monitoring of program services/providers using the DEL Accountability Review Tool.
- Participate in community outreach services/events and collaborate with community services and agencies as required.
- Assist in development and implementation of Coalition goals, policies, priorities and procedures.
- Attend training for statewide data system, Coalition activities, etc.
- Perform other duties or responsibilities needed for the implementation of Coalition activities and goals.
- Assist with audit, monitoring, and fraud research and reporting.

OTHER REQUIREMENTS:

- Valid driver's license, appropriate insurance (or signed non-driver affidavit) and reliable transportation;

QUALIFICATIONS:

REQUIRED:

- Associate's degree in Early Childhood Education, Child Development, Special Education or related field or three (3) years' experience working in an Early Childhood program setting;
- Proficiency in Microsoft Office Suite.



PREFERRED:

- Bachelor's/Master's degree in Early Childhood Education, Child Development, Special Education, or related field;
- Five (5) years' experience working in an Early Childhood program setting;
- Completed CLASS Observation and/or Making the Most of Classroom Interactions (MMCI) Training;
- Completed CLASS Observation Train the Trainer Training;
- Intermediate or Advanced Microsoft Office skills.

PHYSICAL ACTIVITY/WORKING CONDITIONS:

While performing the duties of this job, the employee is Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear. The employee is also required to sit at a desk and use a computer. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job includes close vision and ability to adjust focus. Employee May be exposed to outside weather conditions.

Temperature in the buildings may fluctuate. The noise level in the work environment is usually quiet, but noise levels at community events may be higher. Children are present during normal operating hours. Employee may be required to travel overnight. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Employee

Printed Name: _____ Date: _____

Signature: _____

Supervisor

Printed Name: _____ Date: _____

Signature: _____