

# MONTEREY COUNTY OFFICE OF EDUCATION

## **PROGRAM COORDINATOR II QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) EDUCATIONAL SERVICES**

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 76  
**WORK YEAR:** 220

### **DEFINITION:**

Under the direction of the Assistant Superintendent or Senior Director for Educational Services, the Quality Rating and Improvement System Program Coordinator II is responsible for planning, initiating, and fully implementing the California Quality Rating Improvement System (QRIS) within Monterey County. By working collaboratively with early learning partners, the QRIS Coordinator is responsible for ensuring the developmental outcomes for all children are met, all children have access to quality early learning experiences, and the community understands and values quality early learning.

### **SUPERVISOR:**

Assistant Superintendent or Senior Director of Educational Services

### **POSITION(S) SUPERVISED:**

Classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Lead the process for planning, organizing, coordinating and implementing the Quality Rating and Improvement System (QRIS) in collaboration with organizations serving children ages 0-5
- Guide the implementation process phases (antecedent, adoption, initial implementation, institutionalization) in order to ensure sustainability of the QRIS system
- Coordinate, plan and conduct professional development to build capacity for implementing quality childcare programs
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Analyze related data to monitor and review the attainment of program goals and objectives at County, Program Site and Consortia level
- Develop effective communication processes and networks to access and disseminate information; assist with strategic planning functions related to the implementation of the QRIS

- Provide technical assistance resources to childcare providers; monitor associated grant-funded programs and reports; research, develop and submit early learning program applications and grants for funding; coordinate the processing and implementation of grants
- Participate in local and regional coalitions and committees
- Advise and collaborate with early learning program centers regarding program planning and reporting requirements, materials and current legislation; prepare and maintain a variety of narrative and statistical reports, records, and files
- Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with MCOE policies and regulations
- Provide technical information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures, and programs
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

### **OTHER DUTIES:**

Performs other job-related duties as required

### **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience:**

- Bachelor's Degree from an accredited college or university in Child Development, Early Childhood Education (ECE) or related field
- Minimum five (5) years of supervision or administration in Early Care and Education programs
- Record of successful accomplishment in organizational leadership, and program/budget management for complex, large-scale projects involving collaboration, and delivery of staff development
- Experience working with stakeholders
- Experience developing professional development strategies for a culturally, linguistically, and/or geographically diverse array of customers
- Experience in data collection and evaluation processes
- Experience with database entry and/or management

#### **Knowledge of:**

- QRIS elements including: Environment Rating Scales, and Classroom Level Assessment Scoring

System, child screening and assessment, early learning curricula, California Preschool Learning Foundations and Frameworks, California Early Childhood Educator Competencies and the Desired Results Developmental Profile

- Planning, organization and direction of operations, activities, educational services and support functions of assigned programs and services
- Practices, procedures and techniques involved in the development and implementation of program and service projects, plans, strategies, goals, objectives, systems, schedules, events and activities
- Local, State and federal standards and requirements governing QRIS
- Effective professional learning and practices
- Adult Learning Theory and its implications for quality staff development
- Pertinent laws and regulations of State Department of Education
- Current administrative operation of family childcare and center based early learning settings
- Legal compliance matters
- Principles and practices of administration, supervision and training
- Budget preparation and control
- Applicable laws, codes, regulations, policies and procedures
- Child care licensing policies and the state early childhood education professional development system

### **Skills and Abilities:**

- Communicate effectively both orally and in writing
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Lead and work effectively with groups in committees and workshops
- Effectively involve people in decision making
- Organize, conduct, implement and evaluate staff development programs with attention to detail and to necessary follow-up procedures
- Develop and monitor budgets
- Use appropriate technology for information processing
- Operate a computer and assigned software programs; operate other office equipment as assigned
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate
- Supervise and evaluate the performance of assigned personnel
- Build positive working relationships with stakeholder and external partner organizations
- Work independently, exercise sound judgment and assume responsibility for completion of tasks
- Drive a vehicle to conduct work as assigned; ability to travel both in- and out-of-state, and attend evening or weekend meetings up to 30% of time
- Excellent verbal, written and interpersonal communication skills, including public speaking, telephone skills
- Possess a collaborative style with respect for diversity
- Intermediate level skills in Word, Excel and Outlook

### **Desirable Qualifications:**

- Master's degree in Human/Child Development, ECE or related field
- Bilingual/Biliterate in Spanish
- Bicultural
- Possess or be eligible for a valid California Administrative Services Credential

**Licenses and Certifications:**

- California Driver's License with evidence of insurability

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