



Quality First Redesign Project Manager

First Things First (Arizona Early Childhood Development and Health Board) is one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First is governed by a state Board with 28 regional partnership councils. First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

Job Summary

The Quality First Project Manager is responsible for the oversight and project management of the implementation of the Quality First Redesign Field Test; this is a temporary position that will function throughout the 36 month implementation of the field test. Quality First is a signature First Things First strategy to measure and improve the quality of early care and education settings in Arizona, as well as to provide information to assist families to select quality care for their young children. The Project Manager will be responsible for the ongoing daily operations of the Quality First Redesign, including: monitoring contracts for the Quality First Redesign; monitoring Quality First Field Test participant status; effective communication with the Redesign grant partners and participants; working collaboratively with the selected vendor for the evaluation of the field test and supporting the interface and cooperation of the field test participants and grant partners; timely resolution of issues and challenges; effective communication including written and verbal reports and presentations; participating in appropriate First Things First and Quality First meetings; ongoing communication with research and evaluation staff related to the Field Test study; statewide program Field Test participant visits; maintaining a statewide presence for Quality First; and performing other tasks as assigned by the Quality First Director.

Distinguishing Characteristics

The Quality First Redesign Project Manager must have in-depth knowledge of quality early learning environments and practices, as well as strong attention to detail and professional communication. The Quality First Redesign Project Manager must have the ability to collaborate within a team to administer the Quality First Improvement and Rating System Redesign Field Test. The position requires the ability to prioritize tasks, communicate clearly and professionally, and take initiative to complete assigned

First Things First is a Top 25 program in the 2017 Innovations in American Government Awards from Harvard University, Ash Center for Democratic Governance and Innovation.



responsibilities. This position will be required to partner and consult with multiple internal staff and external stakeholders in the field.

Typical Duties and Responsibilities

The Quality First Redesign Project Manager overseeing the Field Test is responsible for monitoring of the grant partner activities and all activities related to successful implementation according to the Quality First Redesign Scope of Work.

Activities include but are not limited to:

- Monitor and support the implementation of the Quality First Redesign Technical Assistance and Professional Development grant, while supporting the comprehensive Quality First Redesign strategy overall.
- Monitor the identified contract to include: reviewing reports, attendance at grant partner meetings, ongoing communication with grant partners, and ensuring continuous quality improvement.
- Responsibility for the regular communication intended to support Field Test participant understanding and implementation of quality practices and Quality First Redesign updates.
- Support the collaborative work of the Department of Health Services Bureau of Child Care Licensing (DHS) and the Department of Economic Security Child Care Administration (DES), Arizona Head Start Association, and the Arizona Department of Education with First Things First to monitor the Quality First Redesign Field Test implementation.
- Review and report on the Quality First Extranet and Information Systems to ensure input is accurate, up to date and complete; communicate with participants and grant partners to ensure understanding and monitoring of information is clear.
- Work directly with the Quality First Redesign Contractor to support the creation, updates and monitoring of the Quality First Redesign Facilitation Guide.
- Interface with validation study vendor and support grant partners and participants in the evaluation and working cooperatively with the evaluation vendor.
- Communication with partners on status and progress with field test and convening of ECE providers to obtain ongoing feedback and address questions.
- Statewide travel: maintaining a statewide presence for the Quality First program, including attendance at regional council meetings and/or meetings with regional directors, as requested, visits to Quality First Field Test enrolled participants, and convening stakeholders to ensure accurate and comprehensive communication about the Quality First Field Test.
- Actively participate in meetings of the Quality First Team, Early Learning Implementation Team, Joint Services Collaboration, FTF staff, Program Division, and all other meetings as requested.
- Act as a professional representative of the Quality First to in communicating with grantees, participants and other community members about the Quality First Redesign Field Test.
- Assist with review of findings, changes to components based on findings and outcomes of field test and preparation for roll out of new model.
- Responsiveness to requests for information and/or assistance promptly and professionally.

Qualifications:

- At minimum, a Bachelor's Degree, preferably in early childhood education, child development, education, educational leadership or a closely related field.

- Knowledge of and experience within a quality improvement rating system supporting early childhood participants.
- Experience using database systems and technology required.
- Experience in oversight of large projects/programs.
- Ability to work collegially and effectively within a team environment.
- Ability to prioritize assigned responsibilities while remaining flexible.
- Understanding of early childhood systems development.
- Effective communicator, orally and in writing.
- Commitment to uphold high ethical standards.

Review of resumes will begin on August 18, 2017 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references to:

www.azstatejobs.gov

Job ID 32070

In the AZ State Personnel System, the position is classified as a Grade 24, with a salary range of \$51,000 to \$57,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

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