



Bi-Lingual Quality Improvement Specialist

Summary

Provide a range of training, technical assistance and support services to child care programs to improve program quality and develop skills in the Spanish speaking child care workforce in Westchester County.

Technical Assistance

- Provide basic technical assistance to regulated family and group family providers by referral from the Spring Valley Regional Office, Council Registration Department, self-referral and through outreach to improve regulatory compliance and program quality.
- Provide both scale based and non-scale based intensive technical assistance to child care providers and programs to improve quality and to assist them in preparing for QUALITYstarsNY
- Through referrals from the Registration Department, self-referrals and inspection reports, contact regulated family and group family providers with regulatory violations within 30 days of date of referral to assess, plan and deliver effective and skilled technical assistance, consultation and training
- Work collaboratively with Registration Department to review progress on referrals, develop additional strategies to positively address regulatory issues (ex. Monthly newsletter)
- Identify TA utilization trends and gaps and provide recommendations to expand and/or improve services
- Provide ongoing support and services to the Spanish Quality Improvement Club
- Help increase TA services/revenues by reporting on results and suggesting promotional ideas and opportunities
- Participate in grant programs appropriate for family and group family providers including recruitment of participants, delivery of grant program, reports, training, and other administrative tasks
- Analyze program data and/or project financial statements

Training

- Plan and deliver high quality calendar workshops in Spanish and English that receive very positive evaluations
- Plan and deliver high quality onsite trainings in Spanish and English that receive very positive evaluations

Council Activities

- Identify emerging issues in the early care and education field and support new approaches



- Write timely and comprehensive reports as required by grants, contracts and the organization's need
- Contribute as required to the Council's Agency Monthly Report, CCR&R Quarterly report and others
- Assist the Council in sustaining the NACCRRA Quality Assurance credential

Job Requirements

- Masters in Early Childhood Education or related field
- Minimum 5 years experience working with young children and families
- At least 3 years experience in child care and knowledge of the different types of child care programs and employees, preferred
- At least 3 years experience and 50 clock hours of training (or appropriate certification) in the training content delivered, preferred
- Prior experience in community outreach and public education, preferred
- Excellent organizational, interpersonal and writing skills
- Qualifications and experiences to receive the NYS Early Learner Training Credential
- Has skills representative of the linguistic, racial and ethnic populations in the service delivery area
- Experience working with multi ethnic populations
- Bilingual/Spanish speaker required
- A car and valid driver's license with a minimum \$100,000/\$300,000 car insurance are required

Reports to: Director of Professional Development

Classification: Exempt, Full-Time

Salary Grade: 4

Disclaimer Clause:

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.