

NEIGHBORIMPACT

JOB DESCRIPTION

Job Title: Infant Toddler QI Educator

Reports To: Special Projects Manager

I. Job Purpose:

To coordinate, implement and evaluate certain facets of Child Care Resources, Baby Promise program in Central Oregon. Works under the direction of the Special Projects Manager. This position supports programs to meet standards associated with infant and toddler care best practice that result in quality environments and experiences. The position works closely with the Quality Improvement Manager and Baby Promise participants to improve the quality of early care and education in Central Oregon. The position provides one on one quality improvement support, as well as large group training. Working closely with the CCR Coordinating Specialist, this position will conduct professional development planning for the Oregon Registry. This position also supervises students and volunteers working on the project.

II. Duties, Tasks, and Responsibilities:

Direct Services:

- Promote the use of 21st Century skills (creativity, innovation, problem solving, critical thinking, collaboration, media and technology skills that support the success of staff and the population served)
- Provide holistic supports for Baby Promise programs, which include professional development for all staff and to ensure implementation of quality relational care in all classrooms
- Assist with coordination and delivery of Universal, Targeted and Intensive levels of technical assistance to support a culture of continuous quality improvement within early care and education across Central Oregon
- Conduct continuous quality improvement activities, coaching, and facilitation of Baby Promise Focused Child Care Network meetings
- Engage in whole program activities supporting quality improvement to document in the Spark process
- Conduct observations using ERS Tool and create quality improvement plans with programs and individual teachers
- Provide coaching to early educators and teachers to ensure completion of quality improvement plans
- Provide support through face to face meetings, e-mail, phone, Zoom Meetings, etc. to implement continuous quality improvement plans including: material review and feedback, connection to resources, on-going guidance
- Create and conduct training for early educators based on Oregon Registry Core Knowledge categories
- Maintain a continuous quality improvement log as required by the Early Learning Division and TRI
- Monitor compliance with assigned grants/contracts
- Complete necessary participant files and expenditure records
- Conduct community presentations as assigned

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- Communicate with multiple outside vendors on the ordering for environmental enhancements for Baby Promise providers
- Coordinate Environmental Enhancement deliveries with vendors as well as Baby Promise Providers
- Work with community partners such as The Early Learning Hub of Central Oregon, The Office of Child Care, HDESD, Early Head Start, Teen Parent Programs, Relief Nurseries, DHS and community groups to promote Baby Promise
- Other duties as assigned

Supervision

- Supervise students and volunteers assigned to work in the project
- Collaborate with Early Education Program Directors and staff to supervise training plans *and* continuous quality improvement
- Complete required documentation associated with supervision
- Collaborate with COCC to include student volunteers in Baby Promise programs

Additional Duties

- Maintain open, respectful and positive communication with all staff, parents, community partners, and volunteers
- Collaborate positively with CCR team members to assure high quality services
- Attend required programs, agency meetings and trainings including occasional out of area travel
- Complete required documentation to meet CCR deadlines
- Assist with data collection & overall maintenance of CCR databases
- Assist with updating provider files in CCR database as needed
- Assist with data entry for Oregon Registry Online
- Assist Special Projects Manager with data entry projects related to slot projections, provider recruitment, Child Care Safety Portal data etc.
- Contribute articles to parent and provider newsletters as assigned

III. Knowledge, Skills, and Abilities:

- Able to be prompt, dependable and flexible; follow through on commitments to team-mates
- Strong knowledge of theories and practices of Early Childhood Education and/or Human Growth and Development
- Expertise in infant and toddler development
- Experience in design and delivery of training to adult learners
- Excellent oral and written communication skills
- Strong team leadership skills
- Ability to use a variety of computer programs including, but not limited to Microsoft Word and Outlook
- Ability to work varied hours including some evenings and weekends
- Ability to organize work, coordinate projects, work independently and prioritize tasks
- Ability to organize and prepare reports
- Ability to explain established policies and procedures using judgment and diplomacy
- Ability to maintain confidentiality
- Ability to lift up to 35 pounds

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- Ability to work under pressure and meet deadlines
- Excellent communication skills; verbal, written, phone and interpersonal
- Ability to work positively with diverse populations
- Ability to work as part of a team

IV. Qualifications:

- Minimum education required is a BA/BS in Early Childhood Education or related field (human growth and development, education) or in program to obtain
- Ability to achieve a Step 10+ on the Oregon Registry within 1 year preferred
- Minimum three years of direct service in the field of Early Childhood Care and Education required
- Experience must include teaching infants and toddlers
- Bilingual Spanish preferred
- One-year experience coaching and supporting adult professional development required
- Prior to date of hire and throughout employment, certification of the following are required:
 - Valid driver's license
 - Proof of current auto insurance
 - Able to maintain enrollment in the Central Background Registry
 - Access to reliable transportation required

V. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- Fair Labor Standards Classification: **Non-Exempt**
- NeighborImpact is an equal opportunity provider
- This position is a mandatory reporter which means requirement to report suspected child and elder abuse following state and agency reporting requirements and policies

VI. Signatures:

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____