



Location/Organization: Supporting Families Together Association- Madison, WI

Mission: We support and promote quality care, family resources and community education to enrich the lives of children, families, and caregivers.

Vision: We envision an environment where all children have the opportunity to reach their highest potential.

Purpose: To build and support an effective association of family support and child care systems which bring quality, strength-based services to all WI communities.

Position – Quality Assurance Specialist

100% FTE-

Start Date: June or July 2013

Under the general supervision of the SFTA Quality Improvement Manager, the **Quality Assurance Specialist** is responsible for participating in the implementation of quality improvement practices related to YoungStar in early care learning environments. The QA Specialist will work with the SFTA Quality Improvement Manager, the other QA Specialists, CCR&R staff, and funders to advance YoungStar. The QA Specialist works with Technical Consultants to coach, mentor and support them in their work through monthly calls and annual shadow visits to ensure adherence to project protocols and best practices. Furthermore, this position is responsible for research and collaborative development of standardized project and training materials and reporting on Consultant progress and outcomes. This position is based in Madison, Wisconsin.

Key Qualifications

1. Required a BA or BS with core knowledge in early care and education, relationship-based consulting, child development, adult learning, and quality improvement indicators and processes. Masters preferred.
2. Registry Level 13 or higher required and has earned or is eligible to earn The Registry master trainer and consultant designation.
3. At least 5 years of experience with the early childhood education and care system on quality improvement initiatives.
4. Experience supervising or coaching others.
5. Skill in working with multi-disciplinary/multi-system teams.
6. Skill in providing technical assistance to a variety of child care programs including but not limited to group, family, certified, licensed, Head Start/ Early Head Start/ Tribal Head Start, 4-K, and school-age.
7. Advanced knowledge of current scientific research-based early care and education concepts, theories, principles, and practices.
8. Advanced level of skill in presenting ideas and information orally and in writing, in a clear, concise, and persuasive manner.
9. Ability to provide leadership and guide activities of individuals and groups.

10. Ability to communicate clearly and to establish and maintain effective working relationships within the agency and with other agencies and community groups.
11. Knowledge of the early childhood education and care system structure.
12. Possession of a valid Wisconsin Driver's License and current auto insurance.
13. Ability to travel and stay overnight.
14. Ability to work evenings and/or weekends, as necessary.
15. While performing the duties of this job, the employee is frequently required to stand or sit for long periods of time. The employee must frequently lift or move up to 10 lbs and occasionally lift and move up to 40 lbs. Specific vision abilities are required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The physical demands described here 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 job functions.

Primary Responsibilities

Quality Assurance

- Manage a quality assurance caseload of technical consultants as assigned by the Quality Improvement Manager.
- Regularly and effectively communicate with technical consultants and their supervisors to ensure fidelity to the implementation model and expectations, share resources and feedback and provide coaching.
- Conduct annual onsite observations for all technical consultants in caseload, with more frequent visits, as necessary to ensure standards.
- Monitor Case Management System notes using the standardized scoring rubric and regularly review technical consultant evaluations.
- Provide constructive feedback on all quality assurance measures for each technical consultant to both the technical consultant and their supervisor.
- Participate in Community of Practice for Environment Ratings Scales implementation and reliability.
- Prepare for and actively participate in quality assurance specialist planning meetings.
- Analyze overall quality assurance measures for full caseload to inform a statewide and regional professional development plan for technical consultants.
- Contribute to monthly and quarterly project reports.
- Create tools to support the implementation of technical consultation and its quality improvement.

General

- Actively participate in monthly staff meetings.
- Support agency mission, vision, strategic aims and action teams.

- Contribute to SFTA publications, resources and campaigns.
- Other duties as assigned.

Compensation

- Depending on experience, annual salary ranges between \$34,000- \$45,000 (1.0 FTE)
- Generous time off policy
- Benefits available

SFTA is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Please submit a cover letter, resume, writing sample and references to Ger Thor at ger@supportingfamilies.together.org by June 28, 2013.

SFTA completes background checks prior to hire.