

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: QUALITY SYSTEMS PROGRAM COORDINATOR

BASIC FUNCTION:

Under the direction of assigned supervisor, the Quality Systems Program Coordinator provides coordination, technical assistance, and support to the Quality Counts California (QCC) work of the Santa Clara County Office of Education (SCCOE); collaborates with internal and local early learning partners to increase workforce knowledge through education on competencies, specialized training, and guiding the implementation of quality improvement practices; works with districts, childcare agencies, and other stakeholders to support the alignment of programs that focus on positive outcomes for children and families and increase public awareness of the benefits of investing in high-quality Early Learning and Care programs; coordinates processes to ensure that deliverables, tasks and outcomes related to SCCOE-led QCC investments in Santa Clara County and San Benito County are met.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Coordinates the development and implementation of the Quality Rating and Improvement System (QRIS); provides coordination, daily guidance and support for related program and grants, including those associated with Quality Counts California.

Develops, supports, and maintains annual quality improvement plans and professional development plans within the QRIS.

Provides coordination and support for QRIS, program improvement plans, and the administration of incentives and awards to participating agencies; conducts classroom assessments; identifies training and technical assistance needs of childcare providers and early learning partners; coordinates with trainers, coaches and assessors to provide professional development and technical training.

Collaborates with partnering agencies to monitor and track site participation in training and technical assistance; provides training and technical assistance directly to sites and centers when appropriate.

Monitors and ensures implementation of quality improvement plan goals, including coaching and training activities; proactively identifies issues, and collaboratively solves problem.

Provides technical information and assistance to department leadership regarding assigned functions; assists in the formulation and development of policies, procedures, and programs related to grants.

Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations; assists assigned agencies and programs with meeting the requirements of federal and state contracts and guidelines through analysis, interpretation, and implementation support.

Provides technical assistance resources to California State Preschool Program (CSPP) sites; monitors associated grant-funded programs and reports.

Analyzes data to monitor and review the attainment of program goals and objectives at County, Program Site and Consortia level.

Maintains and compiles program data and reports submitted to QCC.

Represents the SCCOE in partner meetings and throughout the community.

Prepares, maintains, and submits a variety of records, logs and reports related to programs, grants, projects and assigned duties; revises, verifies, proofreads and edits a variety of documents.

Develops effective communication processes and networks to access and disseminate information; assists with strategic planning functions related to the implementation of the QRIS.

Works collaboratively with and maintains positive relationships with various early learning partners and community agencies.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current methods related to early care and education and developmental screenings.

Early learning program applications and grants for funding.

Coordination and the processing/implementation of grants.

Quality assessments, including the use of Environment Rating Scales, 2 Classroom Assessment Scoring System® (CLASS®) child screening and assessment, early learning curricula, California Preschool Learning Foundations and Frameworks, California Early Childhood Educator Competencies and the Desired Results Developmental Profile.

California Early care and education landscape, funding streams, state and federal subsidy programs, and existing quality improvement systems and programs.

Foundation Preschool Standards and state and federal funding streams.

Adult Learning Theory and its implications for quality staff development.

Local, State and federal standards and requirements governing QRIS.

Program development, planning and evaluation methodologies.

Budget preparation and control.

Interpersonal skills using tact, patience, and courtesy.

Excellent verbal and written communication skills, including public speaking.

ABILITY TO:

Monitor and evaluate SCCOE Childcare Planning & Support programs.

Maintain collaborative relationships with those contacted.
Lead and work effectively with groups in committees and workshops.
Analyze program goals and accomplishments and promote integration with other initiatives as appropriate.
Work independently, exercise sound judgment and assume responsibility for completion of tasks.
Attend evening or weekend meetings as needed.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Drive a vehicle to perform work as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in child development, Early Childhood Education, Education, Social Services, or related field, and two years related experience involving data analysis and maintenance, conducting assessments, program coordination, and providing technical support. Experience serving childcare providers and early learning agencies is preferred.

LICENSES AND OTHER REQUIREMENTS:

CLASS® Certification preferred.
Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

Approved by Personnel Commission: May 10, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 5/10/23