



## **Quality Rating Specialist**

**Full-time**

**San Diego**

### **Responsibilities:**

Under general supervision, the Quality Rating Specialist – Translation Specialist will be conducting assessments and must maintain an overall reliability score of 90% on all applicable assessment tools. They will be providing trainings and technical assistance on a variety of ECE content matter, including (but not limited to) ECE Best Practices, ECERS-R, FCCERS-R, ITERS, CLASS Toddler, CLASS Pre-K and Infant CLASS.

### **Essential Functions:**

#### *Service Goal:*

Consistently promotes and models courteous Child360 community service in a prompt and efficient manner. Maintains positive relationships with all Child360 internal and external contacts through professional honest interaction. Responds to requests quickly and professionally recognizing that a request serves an organization and/or community need.

#### *CHILD360 Mission:*

Supports Child360 mission of providing quality preschool education to the children of Los Angeles County.

#### *Daily Tasks:*

- Conducts quality assessments primarily using the Environmental Rating Scale (ERS) or Classroom Assessment Scoring System (CLASS) tools
- Generates accurate assessment scoresheets and summary reports in accordance with established deadlines and upload them to the applicable data system, as required
- Provides technical assistance to external stakeholders on topics related to early childhood education, as needed
- Conducts quality assurance reviews of assessment scoresheets and summary reports, as needed
- Participates in routine certification checks to validate appropriate usage of the applicable quality assessment tools
- Develops and deliver trainings on subject matter related to ECE best practices; current CA Quality Rating and Improvement System (QRIS) concepts; Environment Rating Scale (ERS) and Classroom Assessment Scoring System (CLASS) tools; and other relevant ECE topics

#### *Physical Duties*

- May be expected to lift boxes up to 20 lbs.

#### *Other Duties*

- Other duties as assigned.

#### *Safety Practices*

- Adheres to Child360 general safety practices and any unique safety practices for the department and/or building.

#### *Travel Required*

- Will be expected to travel up to 80% of the time. Travel may include required local, statewide and/or nationwide assignments with some extended periods of overnight travel.

#### **Knowledge and Skills Requirements:**

##### Knowledge:

- Knowledge of various learning theories and approaches
- Understanding of training best practices
- Systemic thinking and planning skills
- Knowledge of business vocabulary and composition of business documents
- Working knowledge of correct grammar, spelling and punctuation; ability to communicate effectively, both orally and in writing in English and at least one other language
- Working knowledge of translation editing tools and familiarity with translation software
- Ability to learn and apply routine office policies and procedures
- Reach and maintain annual reliability in CLASS Toddler, CLASS Pre-K, CLASS Infant, ECERS-R, FCCERS-R, and ITERS assessment tools
- Maintain familiarity with assessment-related materials including, but not limited to: Assessment manuals, Additional Notes for Clarification (ERS), USDA Guidelines, Playground Guidelines, Caring for Our Children, and CCLD requirements
- Knowledge of the Quality Counts California (QCC) matrix and implementation guide
- Maintain open communication with all members of the Quality Services team

##### Requirements / Skills:

- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Demonstrated knowledge of correct grammar, spelling and punctuation; ability to communicate effectively, both orally and in writing in English and at least one more language
- Strong interpersonal skills for interfacing with staff, providers and stakeholders
- Strong problem-solving and organizational skills. Must be detail-oriented, flexible, and decisive with excellent customer service skills
- Must have a valid California Driver License
- Proof of car insurance
- Must have reliable transportation and be able to travel both locally and outside of the local area (out of county and out of state as needed). Early morning, evening, weekend and short-term overnight stays are required

##### **Preferred Experience:**

- One to three years of experience conducting trainings or providing technical assistance in an ECE setting or related field
- Experience conducting ERS or CLASS assessments

**Formal Education:**

- Bachelor's Degree in Child Development or a related field with relevant training and/or assessment experience preferred

**Language proficiency required/preferred:**

- Bilingual required (English/Spanish or English and any other commonly spoken language in Los Angeles and San Diego counties)

**How to apply:** Please submit cover letter and resume to [dgardiner@child360.org](mailto:dgardiner@child360.org)

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