

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Early Education Quality Improvement System Rater/Trainer**

**Purpose Statement**

Under general direction, the Early Education Quality Rater/Trainer will conduct on-site rating activities for early learning and care programs participating in the San Diego Quality Preschool Initiative using the Quality Counts California QRIS Rating Matrix Implementation Guide and to provide regional professional development activities in alignment with the CA-QRIS Professional Development Pathways.

**Essential Functions**

- Conducts reliable on-site ratings of assigned early learning and care sites using the California Quality Rating and Improvement System (CA-QRIS) Implementation Guide to rate each element that requires on-site review of documents and processes.
- Produces a rating summary/data file for the SDCOE data and operations team to incorporate the site rating information into the overall rating system to calculate each site quality rating.
- Participates with the operations team in reviewing ratings and provide feedback of final results prior to disclosing final results with agencies.
- Reviews preliminary site ratings with agency leadership prior to publication and collaborates with the operations team in the final revision of site ratings prior to public posting on the SDQIP website.
- Coordinates the process of posting the site ratings and providing site ratings certificates to providers.
- Coordinates scheduling and logistics to setup site visits with participating agencies being rated.
- Plans and implements recruitment and training sessions on the local CA-QRIS Quality Improvement MTTTS framework, professional development opportunities, and the Quality Counts California quality rating matrix for new and potentially new participants.
- Collaborates with San Diego Quality Preschool Initiative (SDQPI) staff, SDCOE, and partner agencies, to ensure successful SDQPI implementation of rating and training activities.
- Develops, plans and implements Communities of Practice (CoP) and workshops offered regionally and/or on-line, to new providers and staff working in family childcare homes (FCC's) and small centers.
- Provides professional development workshops focused on teacher-child interactions, socio-emotional development, embedded learning in daily routines.

- Uses observation and developmental assessments tools in screening and synthesizing results to plan learning opportunities, language development and mathematical reasoning with a targeted focus on children with special needs and Dual Language Learners.
- Supports a focus on children's outcomes in language, literacy, and early math skills development through provision of professional development/trainings on the implementation of theory and research-based interventions.
- Collaborates with appropriate SDQPI and SDCOE management staff to assess individual professional development needs and supports to maintain up-to-date certifications and engage in continuous learning cycles.
- Prepares and presents trainings in Early Education Environment and Curriculum topics to program participants in individual or group settings using materials from the California Preschool Learning Foundations or other available resources from the California Department of Education and Quality Counts California.
- Guides Communities of Practice (CoP) discussions with preschool instructional staff in activities age, culturally and linguistically appropriate, integrating lesson design in alignment with California Department of Education Infant/Toddler Learning and Development Foundations, California Preschool Learning Foundations, California Infant Toddler Curriculum Framework, California Preschool Curriculum Framework and the California Preschool English Learners Guide.
- Regularly drives throughout the county to conduct site ratings and provide regional professional development workshops.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Knowledge and Abilities**

KNOWLEDGE of:

Child growth and development;

Family childcare;

Early childhood curriculum and developmentally practices;

Age, culture and linguistic activities;

Quality improvement activities proven to increase teachers' instructional skills; Current research and advancements in the child development field;

Theory and research-based interventions;

Quality rating and improvement system, and state and local licensing requirements;

Professional development methods relate to early childhood development;

Effective strategies addressing dual language learners;

Training and consulting skills, methods and techniques;

Adult learning principals;

Early childhood assessments techniques in:

- Ages and Stages Questionnaire (ASQ) screening tools
- Desired Results Developmental Profile (DRDP)
- California Infant/Toddler and Preschool Learning Foundation
- California Infant/Toddler and Preschool Curriculum Frameworks
- Classroom Assessment Scoring System (CLASS) assessment series
- Environment Rating Scales (ERS) assessment series
- California Preschool English Learner (PEL) Guide CPIN trainer certification.

ABILITY to:

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

Adapting to changing work priorities;

Communicating with diverse groups and individuals;

Setting priorities;

Building collaborative relationships;

Working with constant interruptions;

Maintaining confidentiality;

Meeting deadlines and schedules;

Working as part of a team;

Working with detailed information/data;

Gather, collate, and/or classify data;

Independently work with others in a wide variety of circumstances;

Operate equipment using standardized methods;

Independent problem solving is required to analyze issues and create action plans;

Communicate effectively both orally and in writing;

Proficiency in the software use of Microsoft suite.

### **Working Environment**

Office setting, preschool centers, and home-based childcare centers. Worksites may be located in high-risk, low-income communities.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

Travels and drives a vehicle as required in conducting course of business throughout the county.

### **Minimum Qualifications:**

**Experience:** Three (3) years of successful experience in Early Education with two (2) years in a classroom setting and three (3) years of successful experience supporting the implementation of a Quality Rating and Improvement System (experience may include

QRIS coaching, training, and/or rating roles as recognized by the county's lead QRIS entity).

**Education:** A Bachelor's degree in child development or related field.

**Equivalency:** Any combination of education and experience equivalent to a bachelor's degree in child development or related field and three (3) years of successful experience in Early Education with two (2) years in a classroom setting and three (3) years of successful experience supporting the implementation of a Quality Rating and Improvement System (experience may include QRIS coaching, training, and/or rating roles as recognized by the county's lead QRIS entity).

**Required Testing**

N/A

**Credentials, Certifications, Licenses**

CA Child Development Permit: Master Teacher, Site Supervisor or Director Permit

All certifications required in at least one age group:

- Classroom Assessment Scoring System (CLASS) Reliability Certification in at least one age group
- Environment Rating Scales (ERS) Calibration Certification (in one age group or setting type: Center/FCC)
- Ages and Stages Questionnaire (ASQ): training completion documentation
- Desired Results Developmental Profile (DRDP): training completion or certified trainer documentation

**Continuing Educ./Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance

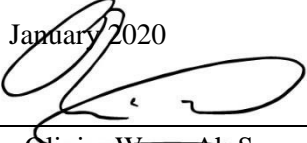
Drug Test

TB Screen and immunization verification as per Title 22 regulations.

**FLSA State:** Exempt

**Salary Grade:** Certificated Management Grade 027

Date Approved: January 2020

Approved by:   
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Dr. Olivier Wong Ah Sun, assistant superintendent  
Human Resources

Revised: 01/20, 03/20, 11/20