

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

QUALITY IMPROVEMENT SPECIALIST

DEFINITION

Under direct supervision of the Early learning and Child Care Support Director, the Quality Improvement Specialist provides coaching, assessment, and quality support services at a variety of early learning sites, and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Early Learning and Child Care Support Director

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Travels to and completes coaching visits at various early learning sites to develop improvement plans to achieve quality enhancements and improvement objectives.
- Provides information, training, and technical assistance on quality enhancements.
- Attends trainings to increase coaching skills and knowledge.
- Assists in ensuring timely completion of quality assessments of early learning sites.
- Tracks, reports on and completes data entry of activities on a regular basis.
- Assists with on-going evaluation of assigned quality improvement programs and activities.
- Utilizes appropriate program resources (including grant proposals, community contributions, volunteer materials, and legislation).
- Attends appropriate staff, advisory committee, council and board meetings.
- Assists in organizing, coordinating, conducting, and evaluating assigned special events, workshops, conferences and activities.
- Assists and advises with all child development permit related tasks.
- Recruits new partnership sites and maintains current caseload.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Associates degree in Education, Child Development, or similar area.
- Bachelor of Arts degree in Education, Child Development, or similar area strongly preferred.
- Experience and training in quality improvement coaching/mentoring, or active improvement team participation.
- Three years of experience working in the Early Childhood field required, with at least one year of supervisory or other leadership experience.
- Bicultural and bilingual competence in the predominant language of the staff serving children in participating sites preferred.
- CLASS/ECERS-R reliability, or knowledge of developmentally appropriate child development/program assessment tools preferred.

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Knowledge of:

- Effective quality improvement approaches.
- Preschool Learning Foundations, current ECE practices, and licensing requirements.
- Relevant State and Federal laws, regulation and procedures including those related to ECE practices and licensing.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Effective organization and leadership to facilitate and motivate participation in training, technical assistance, and improvement activities.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Communicate effectively both in oral and written form.
- Manage and prioritize multiple activities.
- Understand and maintain confidentiality.
- Read, understand and apply pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.
- Establish and maintain effective inter-personal relationships with staff, families and volunteers.
- Work independently and make decisions within the framework of established guidelines.
- Maintain accurate records and reports.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing on a step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons to lift 50 pounds or more.

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Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This is an itinerant position and employees must be self-sufficient with regards to travel between school and community sites to provide services.

Licenses and Certificates:

- Valid California Class C Driver's License with proof of automobile liability insurance.
- Child Development, Master Teacher Permit (or more advanced permits)

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

Approval Date: August 15, 2025