

Position Title: Program Assessment Specialist
Department: Provider Services
Hiring Range: \$32,000-\$45,000
Reports To: Provider Services Manager
FLSA Status: Non-Exempt
Created by: Lee Mendez
Created on: 6.24.22
Approved by: Amanda Kelkenberg
Approved on: 08/29/2022

GENERAL DESCRIPTION:

To administer and facilitate early childhood assessments, including but not limited to the Classroom Assessment Scoring System (CLASS) Infant, Toddler and Pre-K.

ESSENTIAL JOB FUNCTIONS

1. Conduct program assessment in early childhood education settings including early learning centers, public schools, and family childcare homes using the Classroom Assessment Scoring System (CLASS), Infant, Toddler and Pre-K or other relevant assessment tools as identified.
2. Enter CLASS and other relevant assessment data into WELS or approved state portal.
3. Communicate to supervisor any observed or otherwise known health and safety, licensure, or compliance issue. Make appropriate reports as per Agency policy.
4. Achieve and maintain reliability on all assessment tools used by the organization.
5. Complete the required number of assessments per month, preparing & finalizing the required report within contract periods.
6. Comply with quality standards in the completion of summary reports on each completed assessment.
7. Ensure all documentation is thorough, accurate and completed within prescribed periods.
8. Knowledge of federal, state, and local laws and regulations pertinent to early childhood program assessment (Rule 6M-4.740 FAC, Rule 6M-4.741 FAC).
9. Serve as a liaison for scheduling any required program assessment with third party organizations.
10. Work collaboratively with other ELC staff to obtain necessary information and documentation to complete all Quality Assessments in a timely manner.
11. Participate in community outreach activities as needed.

GENERAL REQUIREMENTS:

1. Act in accordance with agency vision and mission.
2. Attendance and participation in professional conferences, trainings, statewide and regional meetings, Coalition meetings, and other events as identified
3. Work harmoniously with coalition members, and coalition staff, early education care agencies and the community at large as appropriate
4. Assists Chief Executive Officer and /or Supervisor with special projects as identified
5. Other duties as assigned

{Above are essential functions of the job. The Early Learning Coalition of Osceola County promotes an equal employment opportunity workplace which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.}

[This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.]

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in education or related field requested but not required
2. 3 years of associated work experience
3. Become CLASS certified within first 3 months of employment, if not already certified.

