



## **JOB ANNOUNCEMENT**

**POSITION TITLE: Parent and Consumer Education Coordinator**

**REPORTS TO: QRIS Program Manager**

**FLSA STATUS: Exempt**

**Date Released: March 29, 2016 (Open until filled)**

### **SUMMARY**

The Parent and Consumer Education Specialist is responsible for the development and coordination of the parent and consumer education and components of the Quality Rating and Improvement System (QRIS) programs for the Child Care Alliance of Los Angeles (CCALA). The Child Care Alliance of Los Angeles is a partnership of 10 community-based Resource and Referral (R&R) and Alternative Payment (AP) organizations working together to ensure the delivery of seamless, consistent and quality child care throughout the Los Angeles County. Our unique and innovative organization is committed to excellence and seeks employees who care deeply about making a difference to strengthen families and improve the lives of children.

The Parent and Consumer Education Coordinator will develop programs, materials, and messaging that are grounded in the Strengthening Families™ Framework and supports and compliment the family engagement model. Working closely with project partners, the Parent and Consumer Education Coordinator will strive to provide parents with the information they need to support their child's growth and development and to understand QRIS systems and indicators of high quality child. This position may also represent CCALA at county and/or state level meetings and provide information or give presentations on the QRIS models to various stakeholder audiences.

Quality Start Los Angeles, the QRIS system being implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), the Child Care Alliance of Los Angeles, the Los Angeles County Office of Child Care (LAC-OCC), Los Angeles Universal Preschool (LAUP), and First 5 LA. Working in partnership, they are continuing to build a system of assessing and improving early care and education quality for LA County. The QRIS coaching program continues building on the Gateways for Early Educators™ professional development system offered at the Los Angeles child care Resource & Referral (R&R) agencies.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Develop, coordinate and implement the parent and consumer education plan for CCALA QRIS based on program requirements and R&R models.
- Coordinate and offer Parent Education program for QRIS participants per the Scope of Work.
- Support the CCALA QRIS parent information and consumer education programs, working closely with all collaborative partner R&R agencies to ensure effective, efficient and consistent county-wide implementation.
- Maintain project compliance through knowledge of the QRIS contract, Scope of Work.
- Assist the CCALA QRIS Program Manager, Coaching Manager, and CCALA committee members in the ongoing development and documentation of the QRIS program model.
- Maintain effective communication with Alliance agencies, collaborative partners, funders and others to ensure effective program implementation and achieve project deliverables.

- Assist QRIS Manager in the preparation of timely, accurate reports to the LA County Office of Education and other funders as needed.
- Assist QRIS Manager in preparing program data reports for funders and stakeholders.

#### **QUALIFICATIONS**

- Bachelor's Degree is required; Master's degree, or equivalent experience, preferred in child development, social work, psychology, public health, or related field.
- Minimum of 3 years of experience of relevant experience including working with parents and families and early childhood education professionals including family child care providers, teachers, coaches, supervisors or directors.
- Experience developing and providing parent information or education programs with a strength-based approach.
- Working knowledge of the Los Angeles child care delivery system and child care provider population.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Effective time management and organizational skills and the ability determine priorities and to work under deadlines and with great attention to detail.
- Effective problem solving skills.
- Effective written and verbal communication skills.
- Strong computer skills, including experience with Windows, databases, word processing and spreadsheet software.
- Experience and comfort with public speaking and group facilitation.
- Ability to work collaboratively with others at all levels of an organization and work cooperatively as part of a team with colleagues and with staff from different agencies.
- Ability to be flexible, innovative and adapt to the changing needs of the program and agency.
- Valid CA driver's license and insurance coverage which meets CA standards.

**Salary Range:** Competitive salary and benefits, commensurate with prior experience, education and abilities

**For immediate consideration, send resume, cover letter and salary history to:**

Fiona Stewart, Programs Director  
[fiona.stewart@ccala.net](mailto:fiona.stewart@ccala.net)  
Child Care Alliance of Los Angeles  
815 Colorado Blvd. Suite C  
Los Angeles, CA 90041

**Email submissions only. No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position.**

The programs referenced in this job announcement are contingent upon grant funding

The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.

For more information about the Child Care Alliance of Los Angeles please visit our website at <http://www.ccala.net/>