



CHILD CARE ALLIANCE OF LOS ANGELES
Quality Rating and Improvement System
Technical Assistance Specialist

Position Description

Position Title: QRIS Technical Assistance Specialist
Reports To: Professional Development and Coaching Manager
FLSA Status: Non-Exempt

Summary

The Quality Rating and Improvement System (QRIS) Technical Assistance Specialist will work with the QRIS Program Manager and Professional Development and Coaching Manager to assist with the coordination and implementation of the Child Care Alliance of Los Angeles' (CCALA) Scope of Work as part of Los Angeles County's Quality Rating and Improvement System. The QRIS Technical Assistance Specialist will provide technical assistance for early learning providers that are going through the QRIS rating and assessment process.

Quality Start Los Angeles (QSLA), the QRIS system being implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), the County of Los Angeles Office for the Advancement of Early Care and Education, Child360, First 5 LA, and the Child Care Alliance of Los Angeles. Working in partnership, they are continuing to build a system for assessing and improving early care and education quality for LA County.

The QRIS Technical Assistance Specialist will play a key role in providing QSLA participants with consistent, effective technical assistance related to the QRIS assessment and rating process. This position will support the QSLA providers, the Resource and Referral Agencies, CCALA staff, and Program Managers by completing reports, coordinating group and individual technical assistance meetings, including orientations, and providing other necessary organization for QSLA staff and participants.

This entry-level position is offered to those interested in being part of an organization that is committed to making a difference and pursuing a career with a nonprofit providing solid leadership in program development and management, service delivery and advocacy for the child care and education field.

Essential Duties

- Provide focused, in-person on-site and remote technical assistance support to early learning providers including delivering orientations and individualized support for participants in LA County's QRIS system, Quality Start Los Angeles

- Answer provider questions about assessment process and share relevant resources, information, and documentation to assist with completion of pre-assessment document gathering.
- Build and maintain relationships with child care providers
- Perform clerical duties including scheduling and preparing materials for orientations, individual and small group meetings
- Conduct orientations and related meetings to present information in an engaging, clear and organized manner
- Coordinate conference calls and other methods of communication, such as webinars, or e-mailing.
- Enter data into multiple database and sources for purposes of progress tracking and reporting
- Compile and disseminate program resources and documents as needed
- Travel throughout LA County to perform required tasks; must provide own reliable transportation
- Perform other duties as assigned

Qualifications

- Associate's Degree is required; Bachelor's degree is desirable, or equivalent experience.
- Bilingual (English and Spanish) preferred, written and spoken
- Minimum of 2 years of relevant experience including task management, scheduling and communicating with external clients.
- Understanding of the Los Angeles child care delivery system, stakeholders, agencies and child care provider population is desirable.
- Ability to manage multiple tasks and meet required deadlines.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Comfortable presenting information to an audience and speaking in front of a group.
- Prior experience with public speaking and meeting facilitation experience preferred.
- Excellent time management and organizational skills. Able to work independently.
- Effective written and verbal communication skills, computer skills, including experience with Microsoft Office and Google suites, and other databases.
- Ability to work collaboratively with others at all levels of the organization and work cooperatively with other agencies.
- Ability to be flexible, innovative and to adapt to the changing needs of the program.
- Valid CA driver's license and insurance coverage which meets CA standards.
- Ability to travel at least 25% of the time to various locations across LA County.



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands, finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Salary Range

Competitive salary, commensurate with prior experience, education and abilities. The programs referenced in this job announcement are contingent upon grant funding.

For immediate consideration, send resume and cover letter to:

Zenaida Meza, Professional Development and Coaching Manager.

Email: hirings@ccala.net

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/>