



Job Title: **Bilingual Quality Specialist (Coach)**
FLSA Status: Full Time, Exempt
Reports to: Lead Coach/Business Leadership Specialist
Salary Range: \$45,000-\$55,000

Denver's Early Childhood Council

The vision of Denver's Early Childhood Council is that Denver is a community where the diverse needs of all young children and their families are supported. Our mission is to elevate the early childhood field through innovative and inclusive leadership, services, and solutions.

In addition to providing quality resources and professional development, we serve as the resource and referral agency for approximately 590 licensed sites that provide early childhood care and education services to over 31,000 children throughout the City and County of Denver.

Please visit us at www.DenverEarlyChildhood.org to learn more about our work.

Job Summary

The Quality Specialist (Coach) works closely with the Director of Career Pathways, Lead Coach, Council staff and early childhood providers in Denver; providing support to child care/early learning providers to support quality improvement goals, implementing best practices in classrooms, and navigating and succeeding in the new Colorado Shines Quality Rating and Improvement System (QRIS).

Responsibilities

Development of a learning-focused relationship with assigned early childhood education providers to support quality improvement and child assessment efforts by:

- Observing and assessing the Provider and the learning environment with the goal of understanding the Provider's vision, goals, and approach to early care and education
- Assisting the Provider in understanding the goals, structure, and expectations of their designated quality initiative(s)
- Using a variety of professional development strategies to increase the capacity of administrators and teachers in programs to implement best practices and continuous quality improvement. These strategies may include hosting specific tool trainings, study groups, and individual or group coaching, and reflective consultation
- Providing overall support for the scheduling, coordination, and tracking of coaching activities
- Developing additional and relevant resources and professional development trainings
- Modeling characteristics of a reflective professional who monitors and evaluates one's own professional activities with the goal of continual growth and development

Knowledge, Skills, and Abilities

- Bilingual (fluency in Spanish)

Denver's Early Childhood Council is an equal opportunity employer.

We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. **All qualified candidates are encouraged to apply.**



- Experience using and mentoring with ERS and CLASS tools
- Proven leadership experience
- Ability to organize and manage multiple tasks concurrently
- Skills in working with others in a professional learning environment, including mentoring and coaching directors, teachers, and family home providers
- Excellent written and verbal communication skills
- Ability to analyze and synthesize complex information
- Function and work effectively both independently and as part of a team
- Ability to work with a diverse population, modifying intervention strategies for different settings, levels of experience and education, and learning styles
- Ability to plan and complete projects within designated timeframes
- Available to work flexible hours (occasional evenings and weekends)
- Ability to manage conflict constructively and apply problem-solving skills to develop solutions for unanticipated issues and challenges
- Must be proficient in a Windows and web-based technology environment
- Ability to maintain strict confidentiality and ethical standards in regard to work performed

Education/Experience

A minimum of a Bachelor of Science or Bachelor of Arts from an accredited college or university is required. Preference will be given to applicants with coursework and/or experience in early childhood education, assessment, evaluation, and training. Experience working with diverse ethnic and economic communities is required.

Licensure/Qualifying Standards

- At least 3 years of experience in early childhood education
- Fluency in Spanish (reading, writing, and speaking)
- Certified and trained on ERS Tools and CLASS (preferred)
- Experience using data to improve instruction
- Well versed in early childhood education research and practice
- Ability to apply for and obtain a Colorado Early Childhood Coaching Credential

Physical/Environmental Characteristics

Essential duties are routinely performed in a general office environment or within licensed early childhood programs, and will require the use of a personal vehicle. Also, essential duties may require work at a station/desk and work in collaborating agencies' offices and entails paperwork, use of computers, fax machines, copiers, and other business machines and equipment.

Application Process

Qualified candidates should submit resume, cover letter, and three references to resumes@denverearlychildhood.org.

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