VTAEYC is seeking 6 full-time Early Childhood Education Program Quality Support Specialists (QSS) for the newly created Vermont System for Program Access to Resources for Quality Supports (SPARQS) Program. These positions offer an exciting opportunity for experienced and passionate mentors and coaches to implement valuable new support for Vermont’s early childhood educators.

Reporting to the Associate Director for ECE Program Quality, you’ll provide consultation, coaching, mentoring, and technical assistance in continuous quality improvement to regulated early childhood and afterschool programs and Vermont Early Childhood Networks, individuals in this role will be specialists in:

- Family Child Care
- Preschool including Universal Prekindergarten
- Infants and Toddlers
- Inclusion and Specialized Child Care
- Family Engagement
- Pedagogical Leadership

While primarily providing phone, virtual, and in-person coaching, technical assistance, and mentoring for all the different types of regulated programs in one assigned region, QSS staff will together serve the entire state, supporting each other in their various areas of expertise.

We’re hiring for these regions:

- Caledonia, Orleans, Essex
- Lamoille, Washington
- Northern Chittenden, Franklin, Grand Isle
- Southern Chittenden, Addison
- Rutland, Bennington
- Windsor, Orange, Windham

**Principal Responsibilities**
Implement, promote, and administer quality support for early childhood educators in line with SPARQS requirements and best practices.

- Provide **practice-based coaching and reflective practice** to individual programs based on prioritization and needs; offer technical assistance and consultation
- **Offer group coaching** on focus areas identified by common service needs
- Guide programs in developing **Continuous Quality Improvement (CQI)** plans
- Offer unscored CLASS assessments
- Lead and facilitate presentations, professional development, and Communities of Practice meetings and trainings
- Develop and maintain regional relationships and knowledge of local resources within the assigned region
- Maintain general ECE program expertise
- Maintain specialized expertise in assigned areas
- Work with the **Resource and Network Manager** to identify/create training and resources
- Serve as a resource to peer-to-peer networks
- Ensure completion of necessary data collection and reporting

**Knowledge, Skills and Abilities**

- Commitment to VTAEYC’s mission
- Highly motivated, self-starting individual with a proven ability to establish and maintain working relationships with early childhood educators, coworkers, and statewide partners
- Minimum of five years of relevant professional experience leading early childhood education programs (such as a director, assistant director, instructional coach, mentor, or a family child care educator who has taken on leadership in their VECN)
- Strong communications skills including planning, writing, speaking, and effective presentation and dissemination of information
- Excellent time management skills and the ability to work independently and be self-directed
- Knowledge of Vermont’s early childhood education systems and program quality standards and resources
- Commitment to adhere to the following NAEYC Position Statements: Code of Ethical Conduct and Advancing Equity in Early Childhood Education
- Minimum of a Bachelor’s degree in a related field or equivalent experience (level IV on the Career Ladder, consistent with minimum qualification for pedagogical leadership in the Unifying Framework for the Early Childhood Education Profession) preferred

**Character Traits**

- Self-disciplined
- Collaborative
- Detail-oriented
- Accountable
- Adaptable

**Working Conditions**
- **Flexible work location within Vermont**: you may either work from home or work out of VTAEYC’s shared office in Chittenden County
- **Hours**: Monday through Friday. Position may require evening and weekend work to meet the scheduling needs of the ECE workforce
- **Travel**: Extensive travel in-state will be required; out-of-state travel is likely needed annually.

**Pay & Benefits**
- $60,000 to $65,000 per year to start
- PTO including vacation, holidays, and sick time
- Health insurance premium contribution
- 100% paid vision, dental, short-term disability, long-term disability, and life insurance
- Contribution to retirement
- Professional development, including national conferences

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**About Us**

The [Vermont Association for the Education of Young Children (VTAEYC)](https://www.vtaeyc.org) advances equity and excellence in early childhood education with early childhood educators as our foundation. VTAEYC is the state affiliate of the National Association for the Education of Young Children (NAEYC), the nation’s largest membership organization of early childhood education professionals. As a membership organization with a small staff, a dedicated Board, and a collaborative approach, VTAEYC provides resources and advocates for policies that move early childhood education forward now and for the future.

Learn more about us through our Mission, Vision, and Values, [here](https://www.vtaeyc.org/about).

**Equal Opportunity**

VTAEYC is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, marital status, personal appearance, sexual orientation, gender identity or gender expression, family responsibilities, political affiliation, matriculation, genetic information, disability, or protected veterans status, or any other factor that is a prohibited consideration under applicable laws.