



ECE Program Assessment Specialist

REPORTS TO: Associate Director for ECE Program Quality

STATUS: 2 Part-Time, Exempt Positions

DATE: 08/2023

VTAEYC is seeking two part-time (15-20 hours per week) **Early Childhood Education Program Assessment Specialists** for the newly created *Vermont System for Program Access to Resources for Quality Supports (SPARQS)*.

These positions offer an exciting opportunity for experienced and passionate early childhood educators who are skilled at providing technical assistance and consultation to programs on continuous quality improvements to advance in a Quality Rating Systems (QRS), such as Vermont's STep Ahead Recognition System (STARS). Ideal candidates will have direct knowledge of approved STars Assessment tools, including CLASS.

Reporting to the Associate Director for ECE Program Quality, you'll conduct confidential, timely, valid, and reliable unscored consultation and scored assessments using state-approved program assessment tools for regulated infant, toddler, preschool, and afterschool programs for the STARS Program Assessment System. Participation in STARS means that a program is striving beyond VT's licensing regulations to meet higher quality standards, uphold professional practices, and commit to continuous quality improvement.

While primarily providing in-person program assessments and consultation, you will also offer phone and virtual consultation and technical assistance for all the different types of regulated programs. The two individuals filling this role will together be the VTAEYC's **SPARQS Assessment team**, serving the entire state.

Principal Responsibilities

- Conduct onsite observations using the CLASS program assessment tools. Provide consultation and written feedback on the observation results to regulated early childhood and afterschool programs throughout Vermont.
- Develop and maintain reliability as a CLASS assessor. Training provided
- Manage and implement systems to schedule and document assessments in partnership with the intake specialist

- Provide scored and unscored assessments
- Provide CLASS trainings
- Work with the Resource and Network Manager to identify or create excellent trainings and resources on CLASS
- Lead and facilitate presentations, meetings, and trainings on the Assessment tools
- 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)
- 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
- 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
- Experience with data systems and use of technology
- Commitment to adhere to the following NAEYC Position Statements: Code of Ethical Conduct and Advancing Equity in Early Childhood Education

Character Traits

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

Pay & Benefits

- \$25 per hour

- Mileage reimbursement
- Remote office stipend
- Laptop provided
- Training provided

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. Mileage reimbursement provided.

About Us

The [Vermont Association for the Education of Young Children \(VTAEYC\)](#) 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](#).

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.