

POSITION DESCRIPTION  
**QUALITY IMPROVEMENT COACH: LAWRENCE OFFICE**  
ERC Resource & Referral d/b/a  
Child Care Aware<sup>®</sup> of Northeast & North Central Kansas

***About the position...***

This is a full-time (40 hours per week) exempt position, working with selected family child care providers, pre-k teachers, and child care center directors participating in the Kansas Quality Rating & Improvement System (KQRIS) in Douglas County. This position requires a bachelor's degree in early childhood education or a closely related field. The person in this position will work from the Lawrence Child Care Aware<sup>®</sup> of Northeast & North Central Kansas office. Typical work hours are 8 a.m. - 5 p.m., Monday through Friday; however, approximately one evening per week and occasional Saturdays are required.

**Primary responsibilities include:**

1. Working with participants to develop a quality improvement plan for each participating classroom or facility, utilizing data from observations and environment rating scales.
2. Providing technical assistance and coaching to these individuals around child development issues and developmentally appropriate practices that promote optimal learning experiences for young children ages birth to five, following the program guidelines and contract correlating with this position, focused at improving classroom quality.
3. Offer Child Care Aware<sup>®</sup> of Kansas or KDHE approved in-service and pre-service professional development opportunities for child care providers and teachers.
4. Maintaining accurate records and generating reports of all activities.
5. Working effectively with all members of the project, Child Care Aware<sup>®</sup> of Northeast & North Central Kansas provider services team and the overall agency.
6. Engaging teachers in utilizing the Child Care Aware<sup>®</sup> of Northeast & North Central Kansas Resource Lending Library.
7. Assisting with program evaluation.

**SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION:**

1. Effective communication skills (written and verbal).
2. Effective organizational and time management skills.
3. Ability to work with a child care center director or provider/teacher to jointly develop and implement a plan to improve quality in an early childhood program.
4. Basic administrative and computer skills, including proficiency with Microsoft Word, PowerPoint and Outlook.

**EDUCATION AND EXPERIENCE REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE POSITION:**

1. Bachelor's degree in early childhood education or a closely related field, with a minimum of 24 credit hours in early childhood.
2. Demonstrated knowledge of early childhood and developmentally appropriate practice.
3. Experience working with children ages birth to five in a group setting.
4. Experience with coaching and/or mentoring adults.

**WEIGHT LIFTING (OR OTHER PHYSICAL) REQUIREMENTS TO PERFORM THE DUTIES OF THE POSITION:**

1. Ability to observe a group of children and accurately record their activities from a distance of 30 feet.
2. Ability to hear and verbally respond to a question from a distance of 5 feet.

**LICENSING OR OTHER SPECIAL CERTIFICATIONS REQUIRED:**

1. Must pass a KBI background check and an SRS registry check.
2. Must complete a TB skin test and have a negative screen.
3. Must have a valid driver's license, and a driving record that meets insurability standards of Child Care Aware<sup>®</sup> of Northeast & North Central Kansas' liability insurance carrier.
4. Must attain a minimum of 24 clock hours of professional development annually relevant to the position and scope of work.

**The ideal candidate for this position will:**

- Have excellent communication skills, both written and verbal.
- Have effective time management skills and the ability to effectively balance multiple projects.
- Have a positive attitude and be willing to work as a member of our team.
- Enjoy working with people, by phone and in person.
- Have a positive work history, including a good attendance record.

**Salary & benefits:**

The typical starting salary range for this position is \$30-32,000 per year, based on education and experience. Child Care Aware<sup>®</sup> of Northeast & North Central Kansas offers a generous benefit package which includes paid time off, cafeteria benefit plan, retirement plan, life insurance and group health insurance.

## *About the agency...*

**ERC Resource & Referral d/b/a Child Care Aware<sup>®</sup> of Northeast & North Central Kansas** is a not-for-profit agency with offices in Topeka, Lawrence and Salina. Formed in 1978, ERC has a rich history of serving individuals, children and families. We strive to provide effective, high-quality services to those who interface with our agency. We value teamwork and strive to hire highly qualified people who share our passion for the agency's mission! Visit our website at [nenc.ks.childcareaware.org](http://nenc.ks.childcareaware.org) for more information.

### **Mission statement:**

Child Care Aware<sup>®</sup> of Northeast & North Central Kansas supports the development and learning of young children by offering programs and services that improve the quality and accessibility of child care for working families.

**Qualified, interested candidates are encouraged to submit a resume and cover letter ASAP to:**

Marie Treichel, Provider Services Manager  
Child Care Aware<sup>®</sup> of Northeast & North Central Kansas  
846 Illinois, Suite D  
Lawrence, KS 66044

-or-

[marie.treichel@nenc.ks.childcareaware.org](mailto:marie.treichel@nenc.ks.childcareaware.org)