



STATE OF CONNECTICUT

OFFICE OF EARLY CHILDHOOD



Connecticut Office of
Early Childhood

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

Myra Jones-Taylor, Ph.D.
Commissioner

CONNECTICUT STATE OFFICE OF EARLY CHILDHOOD JOB OPPORTUNITY Quality Rating and Improvement System Administrator November 7, 2014

Open To: The Public

Hours: Full Time, 40 hrs/week and 5 days/week

Location: 165 Capitol Avenue, Hartford, CT

Closing Date: Open Until Filled

Compensation: Manager Level Position; Salary Contingent on Experience

The Office of Early Childhood (OEC) invites candidates who have extensive and successful background and experience in leading organizational work related to development and implementation of a Quality Rating and Improvement System (QRIS). The OEC assures that all children in the State of Connecticut have access to high-quality early childhood opportunities that prepares them for success in school and career.

We are seeking a team player who is motivated and excited to work in a dynamic and growing agency and who has a track record of strong connectivity with communities and diverse stakeholders.

The position is responsible for effectively managing and supervising quality improvement staff and will report directly to the Commissioner.

RESPONSIBILITIES

- Review existing documents and recommendations related to the Connecticut State QRIS
- Collaborate with all OEC divisions to finalize standards related to the QRIS
- Assure that standards are clearly aligned with the work of all divisions of the OEC (Early Care and Education, Family Support Services, Early Intervention, and Childcare Licensing)
- Utilize a collaborative strategy to include OEC divisions and community stakeholders to finalize the QRIS plan
- Finalize and submit the recommendations for the Connecticut QRIS to the Commissioner

Phone: (860) 713-6410 • Fax: (860) 713-7037

165 Capitol Avenue

Hartford, Connecticut 06106

www.ct.gov/oec

Affirmative Action/Equal Opportunity Employer

- Lead the implementation of the state QRIS, including the related information system
- Implement the Quality Improvement System (QIS)
- Serve as a key member of the OEC strategy team
- Develop policies and processes related to QRIS including analysis of the already existing policies/processes
- Lead statewide implementation of the QRIS for both center-based and home-based providers
- Supervise staff
- Develop contracts for a statewide and regional QIS system
- Oversee and manage the QRIS budget and contracts
- Develop linkages between all early learning programs

QUALIFICATIONS

- Graduate level degree in early childhood or related field; and
- Knowledge of: public administration and program management; leadership experience for large program implementation; strong writing and presentation skills; budget development and fiscal management; professional development; rules and regulations governing QRIS; experience working in an early learning facility; licensed child care programs; family support principles and early childhood education; early childhood assessments, including ERS and CLASS; QRIS best practice across the nation; professional development registries; issues affecting families in poverty and culturally-diverse families; and state legislative process.
- Experience in negotiating and writing contracts
- Strong interpersonal skills
- Considerable public speaking experience

APPLICATION PROCESS

Send resume and cover letter to the Office of Early Childhood:

Loree Armstrong

Office of Early Childhood

165 Capitol Ave.

Hartford, CT 06106

860-713-6411 (ph)

860.713-7037 (fax)

Loree.armstrong@ct.gov