



# 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 Director

**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 and current salary.**

The OEC ensures that young children in the State of Connecticut have access to high-quality early childhood programs and services that prepare them for success in school, life and career.

The Office of Early Childhood (OEC) seeks a Quality Rating and Improvement System Director to lead and manage a division responsible for improving and rating the quality of early childhood programs and services. Candidates should have extensive experience with the development and implementation of a Quality Rating and Improvement System (QRIS).

The OEC is seeking an experienced manager and team player who is motivated to work in a dynamic and growing state agency. The candidate should have a track record of effective partnerships with diverse stakeholders.

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

#### RESPONSIBILITIES

- Develop, launch and manage a statewide Quality Improvement System for targeted early childhood sectors
- Develop, launch and manage a statewide Quality Rating System for early childhood sectors
- Oversee the maintenance, development and implementation of standards for early childhood programs and professionals
- Manage a Continuous Quality Improvement committee

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

165 Capitol Avenue

Hartford, Connecticut 06106

[www.ct.gov/oec](http://www.ct.gov/oec)

*Affirmative Action/Equal Opportunity Employer*

- Oversee the development, maintenance and implementation of policies and practices
- Serve as a key member of the OEC leadership team
- Supervise staff
- Develop and manage contracts, budgets, goals and performance measures

## **QUALIFICATIONS**

- Graduate level degree in early childhood or related field;
- Experience in implementing a large program; and using data to make informed policy decisions;
- Knowledge of public administration and program management;
- Knowledge of professional development; family support principles and early childhood education; early childhood assessments, including ERS and CLASS;
- Knowledge of QRIS best practice across the nation; professional development registries; issues affecting families in poverty and culturally-diverse families; research methods; and state legislative process.
- Experience in developing and monitoring contracts
- Strong interpersonal skills; strong writing and presentation skills; strong budget development and fiscal management;
- Considerable public speaking experience; and
- Experience working in an early learning facility or licensed child care program preferred.

## **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](mailto:Loree.armstrong@ct.gov)