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
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