



JOB POSTING

POSTING DATE: March 1, 2017
POSITION: QRIS Curriculum and Professional Development Coordinator
LOCATION: Rocky Hill, CT
HOURS: Monday – Friday, Full-Time
JOB GRADE: 17
SALARY: \$61,000 - \$65,000

POSITION SUMMARY:

The Quality Recognition Improvement System (QRIS) Curriculum and Professional Development Coordinator serves as a key member of Connecticut's Quality Recognition and Improvement System and establishes meaningful and productive relationships with Connecticut's early childhood community to assess and improve early education. The QRIS Curriculum and Professional Development Coordinator shares the work of United Way of Connecticut (UWC) staff with the Office of Early Childhood, and key partners and early childhood practitioners in the development and delivery of quality improvement services and supports. The QRIS Curriculum and Professional Development Coordinator represents the QRIS and UWC services in the community to enhance the program's visibility and community presence. This position strives to fulfill the mission of United Way of Connecticut at all times while at work.

QUALIFICATIONS AND COMPETENCIES:

- Master's degree in child development, education, or related field preferred. Minimum of Bachelor's Degree required.
- Experience working in a NAEYC accredited program preferred.
- Knowledge of national accreditation and credentials (NAEYC, NAFCC, CDA)
- Knowledge of Connecticut's Core Areas of Knowledge Competencies, CT Early Learning and Development Standards and Head Start Child Development and Early Learning Framework and Domains.
- Knowledge of CT Office of Early Childhood licensing requirements for home and center based programs.
- Minimum of five years' experience with the early care and education system in Connecticut.
- Expertise in facilitating adult learning transfer of knowledge in large groups or individualized settings.
- Administrative experience including program and reporting responsibilities.
- Public speaking experience required.
- Valid CT Driver's License, registration, insurance and reliable transportation required at all times for travel to meetings and trainings.
- Ability to perform work related activities during evenings and weekends as required;
- Ability to maintain a high level of confidentiality in day-to-day duties.
- Solid written and verbal communication, listening, organization, and priority-setting skills.
- Proficient use of Microsoft Office applications.

TO APPLY:

Submit resume and cover letter explaining how you qualify
via email to recruitment@ctunitedway.org.

DEADLINE FOR SUBMISSION OF RESUME AND COVER LETTER:

April 1, 2017

As a VEVRAA Federal Contractor, United Way of Connecticut, Inc. desires priority referrals of protected veterans for positions at its location at 1344 Silas Deane Hwy, Rocky Hill, CT 06067.
Any questions may be referred to Recruitment@ctunitedway.org.

United Way of Connecticut is an Affirmative Action/Equal Opportunity Employer.
Male/Female/Disability/Veteran
www.ctunitedway.org.

United Way of Connecticut, Inc. endeavors to make www.ctunitedway.org accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact (860) 571-7500. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.