
BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action _____X_____

Item: Creation of Quality Improvement Coordinator (GSQ) Position

Submitted by: Ashley Karsten

Date: 5.3.24

Recommended by: Ron Gorman

Board Meeting Date: 5/13/24

RECOMMENDATION:

It is recommended that the Kent ISD Board approves the creation of a new, partial position for one current Great Start to Quality staff, beginning on July 1, 2024.

BACKGROUND:

Jaime Mueller, the Program Director of Great Start to Quality (GSQ), nearly doubled the grant funds she oversees during the FY24 grant year. This has created the need for additional support, specifically with budget related work. This position (Quality Improvement Coordinator) will allow one current GSQ staff to continue with some of their current job duties/responsibilities at 20 hours per week, while also adding financial/budget job duties/responsibilities work at 20 hours per week. In total, this position will be a 1.0 FTE. Due to the nature of the job responsibilities this position will provide a slight salary increase, which will be funded by Kent ISD.

Job Title: **Quality Improvement Coordinator**
Kent ISD/Great Start to Quality
Full Time/260 Days Per Year

As part of Kent ISD, Great Start to Quality focuses on high quality early learning experiences that build the foundation for skills children need to thrive in schools and in life. To accomplish this, we offer supports to strengthen Michigan's providers of early care and education so they can continuously improve the services and support they provide to young children, their families and the community. We also work so all families in Michigan have access to safe, high quality early learning experiences that give children a strong foundation to thrive and meet their needs as they grow and learn.

Job Qualifications:

1. Possess, at minimum, a four-year degree in the field of early childhood development or related field of study.
2. Have a comprehensive understanding of child development based on education, training, and at least 5 years of experience working directly with children in a high-quality early childhood setting.
3. Demonstrates understanding of quality early childhood best practice.
4. Demonstrates effective communication techniques when working with other adults, including common language, active listening skills, and reflective listening.
5. Knowledge of the Early Childhood Standards of Quality for Infants/Toddlers and Pre-Kindergarten.
6. Knowledge of State of Michigan Licensing rules for Child Care Centers and Family/Group Homes.
7. Knowledge of the State of Michigan Approved Curriculum, Assessment and Screening Tool list.
8. Commitment to equity, social justice and inclusion in all practices and position responsibilities.
9. Continual learning and practice that reflects the latest research in the early childhood field.
10. Ability to manage own time, set priorities, and contribute to team atmosphere.
11. Competent use of technology and software needed to perform assigned position duties.
12. Ability to be flexible with job duties and take on additional tasks that are assigned.
13. Available to work up to one evening per week and one Saturday per month.

Job Duties & Responsibilities:

1. Supports licensed providers who are participating in the Great Start to Quality system (via a current Quality Improvement Specialist or Coach role) and adheres to individual role protocols and expectations.

2. Maintains a working knowledge of the Great Start to Quality system, processes, protocols and database.
3. Maintains regular contact throughout each month with all programs on their caseload via face-to-face visits, email, phone, text, zoom (or other alike programs), or mailing of related quality resources.
4. Assists families who contact the Resource Center looking for licensed preschool/child care to navigate the online Great Start to Quality website and/or connect them to a Child Care Navigator.
5. Takes an active part in the planning, implementation and support of Professional Development opportunities.
6. Attends regularly scheduled staff meetings.
7. Tracks monthly grant expenses to ensure accounts are within budget.
8. Responsible for purchasing specific items that directly support the grants (i.e. office supplies, marketing materials, etc.)
9. Completes monthly p-card reconciliation and expense reports.
10. Requests, reviews and submits monthly mileage forms from staff.
11. Pulls monthly data reports to track Great Start to Quality levels and participation.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

The Kent ISD offers Great Start to Quality full time staff a benefit package that includes single subscriber health plans with options for medical, vision, and dental, as well as a generous retirement package options.