



Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

POSITION TITLE: Quality Initiatives Program Director

REPORTS TO: Executive Director

FSLA: Non-Exempt

JOB SUMMARY:

The Quality Initiatives Program Director maintains primary responsibility for completing all aspects of the AmeriCorps Project as outlined in the agreement between Playmates Preschools and Child Development Centers, Inc. and the funding source(s). Position is also responsible for assisting all Playmates staff in the completion and annual assessment of individualized professional development portfolios including securing available funding sources for education and/or professional development opportunities. Position will assist all Playmates sites with quality assessments/rating tools and the NAEYC accreditation process.

ESSENTIAL DUTIES:

- Maintain primary responsibility for all programmatic and financial activities necessary to fulfill the goals of the AmeriCorps Project, including timely submission of all Project reports and maintains responsibility for continued funding of the Project.
- Conduct AmeriCorps member selection based on required criteria.
- Recruit and enroll members for Communities Helping Communities AmeriCorps Education Award Program from all locations stipulated in and authorized by the funding agency.
- Plan and implement orientation & training sessions of AmeriCorps members.
- Enter data into the eGrants database for member enrollment.
- Develop and monitor monthly time and activity sheets for all AmeriCorps members.
- Oversee all activities of AmeriCorps members through site supervisors and frequent direct contact with member.
- Provide technical assistance to site supervisors, members and professional development committees in the alignment of professional development activities.
- Provide quarterly reports to the Executive Director of Playmates, site supervisors, and AmeriCorps members regarding member progress toward goal accomplishment.
- Develop additional education skills and leadership opportunities through training and mentoring.
- Provide professional development planning and assist in the development of a professional development portfolio for all Playmates staff.
- Provide annual reports to the Executive Director and each staff member outlining progress toward completion of portfolio.
- Research and acquire training stipend opportunities including WV T.E.A.C.H., WV CDA Scholarship Program and other available programs.
- Provide NAEYC accreditation support to center directors.
- Function as a technical resource for ECERS, ITERS, and SACERS assessors to provide planning plans and feedback on quality rating scales.

Serving Families in Cabell and Wayne Counties for Over 25 Years

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: jbarkerplaymates@aol.com

September 1, 2013



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OTHER DUTIES:

- Complies with policies and procedures of Playmates Pre-School and Child Development Centers, Inc.
- Protects the confidentiality of private customer information.
- Represents and maintains the philosophy of Playmates Pre-School and Child Development Centers, Inc.
- Performs other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

- Bachelor's Degree in early education or related field required with at least 4 years of relevant experience working with children and families.
- Must possess excellent organizational skills as well as computer skills in word processing, spreadsheet, and database applications.
- Must demonstrate ability to work independently as well as part of a team.
- Must demonstrate familiarity with the WV STARS Early Childhood Career Pathway System, NAEYC Accreditation requirements and Rules and Regulations of AmeriCorps Program.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Master's Degree is preferred.
- Experience with all aspects of sponsored programs helpful.

PERFORMANCE RESPONSIBILITIES AND STANDARDS:

1. Maintain primary responsibility for all programmatic and financial activities necessary to fulfill the goals of the AmeriCorps Project, including timely submission of all Project reports.
 - A. Becomes acquainted with all aspects and requirements of the AmeriCorps Project.
 - B. Meets all programmatic goals of the Project.
 - C. Meets all reporting requirements in a timely and complete fashion.
 - D. Remains cognizant of any and all changes/revisions in the funding policies of the funding agency.
 - E. Continuously seeks out new funding sources for the areas under the incumbent's responsibility and assists, as directed, in the submission of grant proposals in incumbent's area.
2. Develop additional education skills and leadership opportunities through training and mentoring.
 - A. Assists in the development of professional development plans/portfolios for all AmeriCorps and Playmates staff members.
 - B. Ensures all staff are registered on WV Stars.

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- C. Continuously seeks out training opportunities that are related to AmeriCorps/professional development objectives.
 - D. Keeps Executive Director, site supervisors and staff up to date on Project/portfolio completion, including submission of variance plans, when appropriate.
3. Provides NAEYC accreditation support to center directors.
 - A. Stays up-to-date on accreditation issues and advises Executive Director of any changes that might affect Playmates' pursuit of accreditation.
 - B. Assists site directors on completion of self-study and other requirements of the accreditation process.
 - C. Maintains calendar of events relating to accreditation, including timelines for center's approaching re-accreditation.
 4. Function as a technical resource for ECERS, ITERS, and SACERS assessors to provide planning and feedback on quality rating scales.
 - A. Works as part of the quality rating assessment team to assess and/or provide plans of improvement and feed back from ECERS, ITERS, and SACERS evaluations.
 - B. Schedules ITERS assessments.
 - C. Submits written progress reports Executive Director regarding all assessment outcomes, including improvement plans, when appropriate.

ENTRY LEVEL COMPETENCIES:

1. Demonstrates ability to utilize various computer software systems, i.e. Microsoft Word, Excel, PowerPoint, Access, email, website, etc.
2. Demonstrates ability to select, secure, and manage contracted functions.
3. Demonstrate an understanding of environmental rating scales.
4. Illustrates effective use of time management and organization skills to perform multiple tasks
5. Demonstrates ability and willingness to pursue technical and professional development opportunities.

PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

JOB TITLE: QUALITY INITIATIVES PROGRAM DIRECTOR

PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

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ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING		X		
PUSH/PULL		X		
STANDING		X		
SITTING			X	
STOOPING			X	
READING			X	
WRITING			X	
DRIVING		X		
TYPE/KEYBOARD				X
IRREGULAR SCHEDULE			X	
OVERNIGHT TRAVEL	X			

WORKING ENVIRONMENT

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
QUIET			X	
NOISE	X			
DUST/DIRT	X			
POOR	X			
VENTILATION				
HEAT	X			
EXPOSED TO	X			
DISEASE				
ELECTRICAL	X			
HAZARDS				
ON CALL	X			

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR QUALITY INITIATIVES PROGRAM DIRECTOR AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.

EMPLOYEE NAME DATE

SUPERVISOR NAME DATE