



---

<b>Job Title</b>	Early Childhood Rating Reviewer
<b>PVN ID</b>	VA-2310-005949
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$30.00-\$32.00
<b>Hour(s) a Week</b>	0.00-19.00
<b>Closing Date</b>	Feb 09, 2024 (Or Until Filled)

## General Description

---

### MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

QUALITYstarsNY is New York State's voluntary 5-Star early childhood quality rating and improvement system. Since its inception, QUALITYstarsNY has focused its evidence-based practices to ensure that young children in participating programs have access to excellence and families can trust the level of quality in the program they choose. Assessment, coaching, professional development, and a wide range of resources are made available to each site, enabling QUALITYstarsNY to support early childhood programs to earn higher star ratings.

### GENERAL DESCRIPTION

The Rating Reviewer is responsible for the accuracy and consistency of the QUALITYstarsNY rating process for regulated early childhood programs participating in New York State's Quality Rating and Improvement System. QUALITYstarsNY completes a rating process for all participating programs to earn a 1-5 Star Level, then supports the continuous quality improvement work according to the program's priorities. The Rating Reviewer is responsible for reviewing documentation submitted by participating programs to assess the level of quality based upon a set of research-based Quality Standards. Reporting directly to the Rating Specialist, the Rating Reviewer will regularly communicate with the Rating Specialist about ways to enhance the system and monitor the system for consistency and best practice.

## **DUTIES AND RESPONSIBILITIES**

### **Rating and Communication**

- Responsible for reviewing documentation submitted by participating programs to assess the level of quality based upon a set of research-based Quality Standards.
- Review and score submitted documentation for all participating programs
- Manage communication and earned points data in the database system
- Proficiency in the Standards Inventory submission and rating process
- Expert understanding of Quality Standards for all early childhood settings
- Research and be familiar with the content of early childhood assessment and screening tools, birth to five curricula, State and Federal early childhood care and education guidance resources, as well as other tools/resources used by participating programs to meet Quality Standards
- Successfully complete interrater reliability on a regular basis to ensure rating consistency
- Contribute to the bi-yearly rating review process and rating manual maintenance
- Maintain efficiently and organized records and files as part of the rating team
- Uphold confidentiality of the collected data from participants as well as other internal data collection in the database system

### **Other Duties**

---

- Attend staff meetings and training as required.
- Perform special projects and other duties as assigned.

### **Qualifications**

---

#### **Minimum Qualifications**

- Bachelor's degree or higher in early childhood education/child development or a related field
- Experience in various early childhood settings, working directly with children is a plus
- Be familiar with early childhood assessment and screening tools, curricula, State and Federal early childhood care and education guidance/resources, and other relevant tools/resources used in the field
- Strong verbal and written communication skills: the ability to summarize complex issues
- Detail oriented and thorough approach to completing work
- Disciplined and process-oriented approach to independent work
- High level of computer literacy
- Strong analytical skills: previous work with spreadsheets and databases
- Strong ability to use technological tools and platforms to effectively manage complex data systems, including Microsoft Office (intermediate skill level using Excel)
- Spanish and other language fluency is a plus – written/ reading level
- Collaborative approach to work/tasks

#### **Physical Requirements**

- This position operates in a professional off-site office environment. Occasional local travel may also be required to attend scheduled meetings.
- This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and sitting for prolonged periods of time. RFCUNY complies with federal, state and local disability laws and makes reasonable accommodations for applicants and employees with disabilities.
- Ability to travel to other sites as needed.

### **How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.