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## JOB DESCRIPTION

**POSITION:** Client Service Counselor: Assessor  
**DEPARTMENT:** 530  
**REPORTS TO:** Quality Assessment Coordinator  
**Wage & Hour Status:** Exempt / Full-time  
**Date:** January 2025  
**Pay Grade:** 110  
**Salary Range:** \$18.01 - \$25.50

**PURPOSE:** To conduct program assessment observations within contracted School Readiness (SR) and Voluntary Prekindergarten (VPK) providers. Conduct precontractual program assessments as needed with potential providers.

### PRIMARY DUTIES AND RESPONSIBILITIES:

- Perform CLASS Observations to support quality initiatives and to meet the requirements of program assessment for SR and VPK providers.
- Provide technical assistance as needed and work with Professional Development staff to develop trainings based on assessment results.
- Input data into WELS system pertaining to CLASS Observations and provide detailed information timely to providers on their CLASS Observation reports and scores as required by statute and rule governing ELCMC, as needed.
- Develop and demonstrate the ability to utilize all technology and technology protocols associated with the conducting program assessments.
- Represent the ELCMC professionally in the community and at provider sites.
- Work with Quality Assessment Coordinator to develop reports and quality measurement data.
- Works within approved statewide systems to input necessary data timely and monitor provider enrollment status to determine appropriate timelines for SR program assessment.
- Perform other duties that may be necessary to maintain the success of the organization, as determined by leadership.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

Associates degree in relevant area preferred. High school diploma or equivalent with a minimum of three years' work in a business, office, case management or early childhood setting.

Attainment of the following Certifications required by a date to be determined by the Chief Program Officer:

Classroom Assessment Scoring System Observer Certification – Infant, Toddler, Pre-K tools

Child Care Resource & Referral Specialist Evaluation Certification (CCR&R Certification)

**Knowledge, Skills and Abilities:**

- Familiarity with the private childcare community in Marion County is a plus.
- Ability to speak, interpret and translate Spanish is a positive asset for the position.
- In addition, preference will be given to applicants with knowledge and experience in the areas of:
  - Developmentally appropriate practices in early childhood education
  - Teacher training and curriculum development and implementation
  - Preparation of lesson plans and teaching materials
  - Experience with the CLASS Observation tool, Ages and Stages Questionnaire, and Teaching Strategies GOLD.
  - Direct knowledge of early education and childcare in Marion County.
- Maintain schedule flexibility to support periodic evening and weekend trainings/events.

**Requirements:**

- Ability to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs.
- Must submit to and pass a local and national background screening, including fingerprinting.
- Requires a valid Florida Driver’s License, good driving record, and automobile insurance.
- Must submit and pass a drug screening.
- Telecommute eligible, if applicable for portions of position.
- Ability to work flexible hours/schedule, i.e. Saturdays and evening hours as needed. Regularly have the ability to work off-site in different settings throughout the community.

**Work Environment:**

Works in primarily in an office environment

THIS DESCRIPTION in no way states or implies that these are the only job duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties, responsibilities, and requirements are essential to the job. Job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

By signing below, I acknowledge to understand the above job description and wholly agree to fulfill the duties set forth to continue my employment with the Coalition.

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Name

\_\_\_\_\_

Date