



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the Early Care & Learning Division! Go to our job board to apply:

[job board](#)

Quality Rating Assessor at a glance

General Summary

Under general supervision of the Manager, the Quality Rating Assessor works collaboratively with childcare providers, Child Care Partnership (CCP) program staff, Family Child Care Home Education Network (FCCHEN) staff, and community partners to strengthen services provided within the CCP and FCCHEN program. The Quality Assessor conducts observations, aggregates data collected, provides training and guidance/assistance related to curriculum fidelity and learning environments to Child Care Centers (CCCs) or Family Child Care Homes (FCCs) to ensure high quality comprehensive early childhood services are provided to enrolled participants and compliance to the Head Start (HS) Program Performance Standards and State of California Licensing regulations.

This position is full-time and works a non-traditional schedule (i.e., weeknights and weekends). This is a field-based position traveling between San Fernando and Antelope Valley provider locations and remote work.

Core Benefits!

- **Field-based** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities for **learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, Quality Rating Assessor performs the following responsibilities:

Environmental Rating Scales (60%)

- Schedule and conduct curriculum fidelity assessments and quality assessments on center and family childcare environments using the appropriate Environmental Rating Scale. (ITERS/FCCERS). Travel to the center or family childcare location as needed to conduct assessments.

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- Generate accurate assessment scoresheets and summary reports for debriefing, data collecting purposes, and continuous quality program improvement.
- Develop and implement group trainings; educate and assist on a variety of environmental assessments requirements and topics, support coaches/providers with training resources and materials and build the coaches' skills to analyze data collected to support quality improvement within curriculum fidelity and childcare environments.
- Provide technical assistance to internal and external stakeholders related to childhood education that supports rating scales outcomes and on-going program improvement.
- Analyze rating scale scores, child assessment data (DRDP) and curriculum fidelity (Creative Curriculum) to support quality improvement within the childcare environments and school readiness goals.

Compliance (20%)

- Ensure yearly certifications within the rating scales are up to date. Maintain a reliability score of 90%.
- Mentor and support coaches/providers in meeting HS Federal and State program requirements for best practices.
- Document and maintain required data following the standard operating procedure.
- Produce reports after every concluded visit, observe for trends and patterns and submit aggregated reports for caseload to CCP Supervisor/Manager monthly.
- Maintain a system of confidentiality for data, records, and information of Head Start families at all times.

Comprehensive Services (10%)

- Develop, evaluate, and implement new and current policies and procedures. Assist with the design and implementation of monitoring tools to be used. Develop and maintain well-defined lines of communication and professional boundaries collaborating and establishing effective working relationships.
- Provide data recommendations from the rating scales to evaluate the effectiveness of coaching practices, provider goals, and child outcomes.
- Keep current on updates and implementation of the curriculum fidelity and Environmental Rating Scales. Provide updates to the CCP staff, FCCHEN staff, and ECL Leadership, and community partners.

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Remain current on program requirements and practices.
- Represent the program and agency at outreach events in the community, including community fairs, conferences, workshops, visits, program meetings and events.
- Participate in annual Self-Assessment of HS/EHS program.
- Participate in Center/ Parent Committee meetings when needed.
- Attend and participate in professional development trainings, and/or certifications.
- Provide professional information and resources.
- Perform other duties, as assigned.

Job Specifications

Minimum Required

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- **Education:** Bachelor's Degree in Child Development, Early Childhood Education or related field.
- **Experience:**
 - Three years of experience in Early Childhood Education using the environmental rating scales, mentoring, or coaching, data integration/analysis, adult training, large and small group facilitation.
 - Experience with developing, organizing, planning, and conducting training on Early Childhood related topics.
- **Professional/Technical Certifications:** Must obtain certification in the environmental rating within 6 months of hire. Obtain the silver level reliability (85% reliability) on ERS tools.
- **Technical Requirements -**
 - Intermediate proficiency level using Excel, Word, Adobe, Outlook, and PowerPoint.
 - Experience using Zoom and/or Microsoft Teams.
- **Bilingual Preferred:** Ability to converse in English and Spanish.
- **Behavioral:**
 - Effective communication, ability to adapt teaching methods to meet program requirements; ability to work collaboratively with adults and demonstrate a professional attitude to program staff.
 - Ability to honor confidentiality and work professionally with clients.
 - Effective interpersonal skills; ability to successfully engage and work collaboratively with others one-on-one and in group settings. Ability to maintain cooperative, diplomatic working relationships with co-workers, supervisors, and the community.
 - Ability to work effectively in various professional settings.
 - Ability to be flexible, innovative and adapt to the changing needs of the department/agency.
 - Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
 - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
 - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
 - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
 - Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
 - Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
 - Adherence to technological security in accordance with Agency policy and legal requirements.
- **Travel:** This position requires 50% of travel between San Fernando and Antelope Valley locations and will consist of meeting with Center staff and Family Child Care providers, attending meetings, trainings, CCRC sponsored events and conferences. Some overnight travel may be required. Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and DMV clearance required.
- **Work Schedule:** This position is full-time, 40 hours per week; will work a non-traditional schedule (i.e., weeknights and weekends).
- **Work environment** This is a field-based work environment and consists of working at home, in the field, and/or at Sylmar' office location. This position will visit childcare providers which include Family Child Centers and Pre-School Centers, early learning environments/classrooms for children ages birth to 5, outside playgrounds and play structures.
- **Background & Health Clearance Requirements: Head Start / CCP**
 - **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting.
 - Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history,

employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:

- **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
- **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with “at risk” populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
- **MVR / DMV clearance** in accordance with CCRC’s liability insurance provisions: For positions where driving is required.
- **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
- **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
- **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

Preferred

All minimum requirements above met, plus:

- **Education:** Master’s Degree in Child Development, Early Childhood Education or related field. Completed six units in infant/toddler coursework.
- **Experience:** Five years in using the environmental rating scales. Prior experience working within Head Start. Experience working with family childcare providers and childcare center staff as a mentor utilizing established professional development approaches. Experience using creative curriculum and implementing Practice Base Coaching (PBC) model.
- **Professional/Technical Certifications:** Holds CLASS certification. Obtain Gold Level reliability (90% reliability) on ERS tools.
- **Technical Requirements** – In addition to above (list specifics):
 - Expert proficiency level using Excel, Word, Adobe, Outlook and PowerPoint.
 - Experience using ChildPlus, and Learning Genie.

Bilingual Preferred: Ability to converse, read, write and/or translate in English and Spanish.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	☒	☐	☐	☐	☐

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Physical Activity

Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	☐	☒	☐	☐	☐
Crawling: Moving about on hands and knees.	☒	☐	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	☒	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	☒	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	☒	☐	☐	☐	☐
Grasping: Applying pressure to an object with the fingers.	☐	☒	☐	☐	☐
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	☐	☐	☐	☐	☒
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☒	☐	☐	☐	☐
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☒	☐	☐	☐	☐
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☒	☐	☐	☐	☐
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☒	☐	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☒	☐	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☒	☐	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☒	☐	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☐	☒
Sitting: Particularly for long periods of time.	☐	☐	☐	☒	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☒	☐	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	☒	☐	☐	☐
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	☐	☐	☐	☐	☒
Twisting: Turning from right to left at the waist.	☒	☐	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	☒
Walking: Moving about on feet to accomplish tasks.	☐	☐	☒	☐	☐

Notices

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Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.