



Quality Counts Training and Technical Assistance Coordinator

POSITION INFORMATION

As stewards of Proposition 10 tobacco tax funding, First 5 Shasta aims to invest in efforts that will have the most effective and positive impact on young children and our community. Reporting to the Executive Director, the Training and Technical Assistance (T&TA) Coordinator plays a vital role in the achievement of the Region's goals for improving the quality of care for children 0-to-5. They are responsible for the coordination and implementation of a Regional Training and Technical Assistance Hub to support the implementation of First 5 IMPACT and Quality Counts California, serving Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties, as well as to support Quality Counts North State, a regional Quality Rating and Improvement System (QRIS) consortium serving Glenn, Modoc, Lassen, Shasta, Tehama, and Trinity Counties.

This grant-funded position is a .625 FTE (25 hours/week) grant-funded, non-exempt position located in Redding, California. Salary range is \$31.21-\$32.77/hour, depending on experience.

Available benefits include:

- Paid Time Off
- 13 Paid Holidays
- Health Insurance
- Cafeteria Plan

EXAMPLES OF ESSENTIAL DUTIES

The T&TA Coordinator's responsibilities will follow First 5 IMPACT's System Functions of Comprehensive Early Childhood Systems:

1.) SUPPORT REGIONAL TRAINING AND TECHNICAL ASSISTANCE HUB

Examples of duties include:

- Coordinate the Regional QRIS Training and Technical Assistance Hub
- With input from County Consortia, contribute to the development and implementation of a Regional QRIS Training and Technical Assistance Plan for professional development and technical assistance supporting the County Consortia High-Quality Action Plans, including, but not limited to, T&TA resources, coaching models, on-site and virtual training, and other technical assistance
- Facilitate close and effective coordination and collaboration between Hub partners and ensure high-quality documentation of QRIS training and technical assistance activities and ensure that grant result areas are achieved
- Ensure that relevant discussion and developments are brought to the attention of Consortia leads
- Coordinate the provision of training to support Hub goals
- Facilitate shared learning among Hub partners and other relevant stakeholders
- Prepare and present regular updates on the implementation of the QRIS Training and Technical Assistance Plan including lessons learned and recommendations for improvement
- Serve as a technical assistance resource to participating counties and consortia regarding the implementation of CA-QRIS

2.) BUILD LOCAL CONSORTIA

Examples of duties include:

- Facilitate close and effective coordination and collaboration between Consortium partners and ensure high-quality documentation of QRIS activities and ensure that grant result areas are achieved

- Ensure that all relevant discussion and developments are brought to the attention of Consortium partners
- Facilitate shared learning among Consortium partners and other relevant stakeholders
- Prepare and present regular updates on the implementation of the QRIS Plan including lessons learned and recommendations for improvement
- Answer the inquiries of and corresponds with community stakeholders

3.) FINANCE STRATEGICALLY

Examples of duties include:

- Ensure that contractual obligations are followed and funding guidelines are adhered to
- Monitor grant budgets and expenditures
- Participate in regular budget and finance meetings with Hub partners
- Facilitate external audit tasks

4.) ENHANCE AND ALIGN STANDARDS

Examples of duties include:

- Provide expert knowledge of CA-QRIS tools and resources
- Support the alignment, modification, and layering of existing quality improvement work throughout the region
- Create materials to provide an overview of our regional model including key indicators of quality

5.) CREATE AND SUPPORT IMPROVEMENT STRATEGIES

Examples of duties include:

- Facilitate the work of Consortium partners in developing Continuous Quality Improvement plans(CQI)
- Participate in the creation of materials to promote and support CQI activities
- Support the development of a regional pool of qualified QRIS assessors (ERS, CLASS, PAS/BAS)
- Coordinate responsibilities of regional trainers to meet the training and technical assistance needs of consortia within the Hub
- Coordinate site rating visits for identified QRIS sites throughout the region
- Support local coaches, trainers, and other technical assistance providers through workshops, regular meetings, e-mail, and telephone communication

6.) ENSURE ACCOUNTABILITY

Examples of duties include:

- Participate in designing, conducting, monitoring and reviewing data protocols and evaluations
- Monitor Consortium progress in achieving the regional QRIS plan and related grant requirements
- Assist in coordination of data and reporting from participating consortia
- Utilize internal databases and other tools to monitor and collect demographic data and other information for reporting purposes
- Prepare detailed reports, correspondence, and presentations using MS Word, PowerPoint, and Excel
- Assist in contract revisions, maintenance of files, records and databases for all participating Consortium partners and early learning sites

7.) OUTREACH AND COMMUNICATION

Examples of duties include:

- Work with Consortium partners and community stakeholders to disseminate information to parents and the public about quality
- Advise community groups on the development and use of program services
- Represent the Consortium at public functions and local, county, regional, and state meetings and provide presentations, reports, and updates as needed.
- Participate in the development of effective communication processes and networks to access and disseminate information across consortia participating in the Hub
- Represent the Hub at public functions and local, county, regional, and state meetings and provide presentations, reports, and updates as needed.

TYPICAL QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the Essential Duties listed above.

PREFERRED:

- Graduation from an accredited four-year college or university with a degree in Early Childhood Education, Child Development, or related field (alternate qualifications may be considered)
- 2 years' technical experience in a public or private organization or community development agency providing grant management, program coordination and/or early education or related services to families with young children, including the responsibility for program coordination, planning, administration, and/or evaluation
- Strong content and working knowledge regarding critical QRIS elements including: Classroom Assessment Scoring System®(CLASS®) child screening and assessment, early learning curricula, California Preschool Learning Foundations and Frameworks, California Early Childhood Educator Competencies, and the Desired Results Developmental Profile
- Experience developing professional development strategies for a culturally, linguistically, and/or geographically diverse array of clientele

REQUIRED:

- Practical experience in at least two or more of the following content areas: infant development, toddler development, preschool development, bilingual/bicultural education, evidence-based classroom curriculum, accreditation (NAEYC, NAC, NAFCC, etc.), social-emotional development, special education, and child care center administration and management
- Must work together as a team with First 5 Shasta staff, Lead Agency supervisors, and/or Consortium partners and have a positive approach to all situations and requests
- Must be able to handle the demands and pressures of a fast-paced environment, handle detail-oriented tasks and have the ability to handle multiple projects simultaneously
- Expert troubleshooting skills with clear ability to prioritize and resolve issues in a timely and thorough manner
- Positive attitude, approachable, courteous and respectful and maintains professionalism under pressure
- Demonstrates initiative and can work independently. It is expected that all tasks will be performed efficiently and accurately, with discretion, judgment, and a minimum of instruction and supervision
- Willing to adjust to changes in job requirements and scheduling

WORKING CONDITIONS

WORK ENVIRONMENT:

Small office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Noise level in the work environment is usually quiet to moderate. We are a drug-free and tobacco-free workplace.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. Employee is frequently required to stand, walk, and use hands to finger, handle or feel objects, tools or controls. The employee is frequently required to sit at a computer monitor, reach with hands, arms and fingers. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl. Employee must regularly lift and/or move up to 25 pounds.

SPECIAL REQUIREMENTS

- Possession of a valid California driver's license
- Proof of current automobile insurance coverage

- The employee will be expected to use her/his own vehicle for travel throughout Northern California, including Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties as necessary to carry out job duties. Occasional statewide travel (primarily to Sacramento) is required
- Willingness to be fingerprinted
- The employee will be required to work occasional evenings and weekends
- Occasional overnight travel may be required

APPLICATION & SELECTION PROCEDURES

First 5 Shasta will accept resumes with all required attachments via email until **5:00 p.m. on Friday, October 16, 2026**. Applications **must** include:

- Resume
- Cover Letter
- Responses to Required Supplemental Questions (below)

Please submit the required documents formatted as a Word document or PDF to **Commission@first5shasta.org**. Applications that are missing any of the required documents will not be considered complete and will not be reviewed. Applicants will be screened and those considered best qualified will be invited to appear for an interview. Meeting the announced requirements does not guarantee inclusion into the selection process.

REQUIRED SUPPLEMENTAL QUESTIONS

1. Describe your experience coordinating programs involving multiple collaborative partners.
2. Describe your familiarity and experience with critical QRIS elements including: Environment Rating Scales, Classroom Assessment Scoring System®(CLASS®) child screening and assessment, early learning curricula, California Preschool Learning Foundations and Frameworks, California Early Childhood Educator Competencies, and the Desired Results Developmental Profile.
3. Describe your experience working in partnership with multiple counties and/or multiple government entities.

