

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Program Quality Assessor – The Pennsylvania Key

QUALIFICATIONS:

- A. Minimum of a bachelor's degree in child development, early childhood education, or a related field with experience in early childhood education.
- B. Excellent oral and written communication skills; bilingual skills are preferred.
- C. Knowledge of child development and developmentally appropriate practice.
- D. Knowledge of relationship-based coaching principles; experience using coaching principles a plus.
- E. Knowledge of Pennsylvania Department of Human Services (DHS) regulations for center and home-based early learning and out-of-school time programs, Keystone STARS Quality Rating and Improvement System (QRIS) standards and processes.
- F. Ability to objectively and consistently observe and assess classroom and program practices, documenting relevant details to guide feedback; prior experience using standardized assessment instruments a plus.
- G. Ability to assume leadership roles, work collaboratively, and communicate effectively with early learning programs, regional, state, and national partners, and colleagues in virtual and in-person settings.
- H. Ability to create, independently or collaboratively as needed, and facilitate professional learning activities for adults in virtual and in-person settings in accordance with adult learning principles.
- I. Ability to work independently without direct supervision while handling multiple tasks concurrently to meet deadlines and project expectations.
- J. Ability to understand the need for and maintain confidentiality.
- K. Ability to establish home office space that supports private virtual meetings and conversations, including access to high-speed internet.
- L. Possess personal characteristics indicative of maturity, flexibility, tactfulness, cooperation, and professionalism.
- M. Possess proficient computer skills including familiarity with Microsoft Office tools and virtual platforms, including but not limited to Zoom and Microsoft TEAMS.
- N. Possess or obtain, within three (3) months of hire, a Pennsylvania Quality Assurance System (PQAS) certification and maintain PQAS instructor status.
- O. Access to reliable transportation and willingness to travel.
- P. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is, therefore, an essential qualification for this position.

REPORTS TO:

Program Quality Assessment (PQA) Supervisor

POSITION GOAL:

Program Quality Assessors support center, home-based, school-district facilitated early care and education facilities, and out-of-school time programs in utilizing Program Observation Instrument (POI) data and feedback to guide their quality improvement and professional learning efforts.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Acquiring and maintaining reliability and/or certification on assigned POIs based on established Pennsylvania and/or author/publisher protocols and responding to emerging quality assessment trends by enhancing professional skills and knowledge.
- B. Building and maintaining a shared understanding of assigned POI perspectives through co-observation with teammates, alignment conversations, and collaborative summary feedback writing.
- C. Coordinating various components of the administration of POIs for Pennsylvania's early learning quality initiatives under the auspices of the Office of Child Development and Early Learning (OCDEL).
- D. Facilitating the use of POI with programs participating in Pennsylvania's early learning quality initiatives including scheduling and conducting assessments and/or Internal Assessment Process (IAP) meetings, cleaning and entering POI data according to established processes, and producing reports and collaborating with Quality Coaches, other partners, and programs while applying motivational strategies in relationship-based settings.
- E. In response to program priorities and needs, completing classroom observations and program-level assessments with objectivity and fidelity to the POI guidance and intentionality to the CQI engagement needs of the program.
- F. Supporting program-led continuous quality improvement informed by assessment and the needs and priorities of diverse populations of professionals using strategies that encourage shared learning and decision-making, joint problem-solving, and partnership development.
- G. Utilizing sound coaching principles to support program leaders and staff in implementing a continuous quality improvement focus for their programs, developing plans for improvement based on measurable goals, prioritized needs, and action steps that lead to sustainable growth.
- H. Working with the PQA Supervisors and other Program Quality Assessors to develop, facilitate, and responsively refine formal and informal professional learning opportunities related to the use of POIs, continuous quality improvement and goal setting, observation skills, developmentally appropriate practice, and other relevant topics through various modalities.
- I. Working in partnership with local, regional, and statewide partners to support programs in crisis when needed.
- J. Participating in various networking, professional growth, and coordination meetings with team members, Pennsylvania Key staff, local, regional, and statewide partners, and others to foster collaboration, facilitate the work based upon OCDEL direction, and ensure the best use of quality initiative resources.
- K. Carrying out work with programs through various modalities, including in-person, over the phone, and in virtual settings.
- L. Writing, reviewing, finalizing, and ensuring timely distribution of program observation and consultation summary feedback as assigned.
- M. Timely, accurate completion and maintenance of assessment, consultation, and other records and reports.
- N. Establishing and maintaining appropriate positive professional relationships and communications with assigned programs, local, regional, and state partners, and PQA team members.

- O. Treating all information received regarding program operations, child and family demographics, and internal communication with confidentiality and respect.
- P. Seeking out professional development and opportunities for professional growth.
- Q. Demonstrating an ability to manage a variety of projects and activities while balancing the priorities of the Pennsylvania Key, OCDEL, and the needs of assigned programs.
- R. Understanding and navigating change processes for personal work and when supporting assigned programs.
- S. Adhering to the Pennsylvania Key mission, vision, value in daily work and interactions with programs, partners, and colleagues.
- T. Serving as a liaison between OCDEL, the Pennsylvania Key, and early learning programs.
- U. Working flexible hours, including early mornings, evenings, and weekends as needed.
- V. Extensive regional and some statewide travel, which may include weekend travel and overnight stays; allowable mileage, meals, and other expenses reimbursed upon submission and approval of receipts and travel expense vouchers.
- W. Other responsibilities as determined by the needs of the project or as assigned.

TERM OF EMPLOYMENT:

Exempt, Full Time, Twelve months. Salary to be established by the Intermediate Unit Board of Directors per the Compensation Plan for The Pennsylvania Key, Classification – Education Specialist.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal-opportunity employment, educational, and service agency.

Print Name	
Employee Signature	Date:

Revised: March 31, 2025

CC: Employee File