

Early Childhood Rating Specialist

New York Early Childhood Professional Development Institute

Manhattan, NY

Other

Full-time

Hybrid

\$65,000 - \$70,000 a year

Posted on December 16, 2024

Job Description

GENERAL DESCRIPTION

The Ratings Specialist is responsible for providing key support to the implementation of QUALITYstarsNY, New York State's early childhood quality rating and improvement system. QUALITYstarsNY works with early childhood programs to provide a 1-5 star rating, then works with each participating program to improve their quality for young children and their families across New York. The Ratings Specialist will complete early childhood program ratings based on submitted documentation and third-party assessments; supervise the rating team; monitor ratings for consistency and accuracy, review appeals, implement inter-rater reliability systems, and monitor the Standards Inventory database system for consistency. Reporting to the Data Systems and Ratings Manager, the Ratings Specialist will lead the management of the rating process, including ongoing planning and communication with the QUALITYstarsNY central office team, to ensure that the ratings and the rating systems are accurate and consistent. The Ratings Specialist will act as a thought partner to the central office leadership team, using strong data analysis skills to maintain the integrity of the rating system.

Responsibilities

Supervision

- Assign ratings to and supervise the work of rating team.
- Complete inter-rater reliability process for the rating team to monitor and support the rating team.
- Run monitoring reports that support the work of the rating team.

Rating and Monitoring

- Help support key components of the ratings for the overall project.
- Review documentation for early childhood program assessments and submit scores according to set standards
- Expand interrater reliability systems to monitor ratings for consistency
- Regularly review Standards Inventory documentation and monitor for consistency across systems, training materials, and tools
- Research, evaluate and monitor rating discrepancies
- Provide regular training on Standards Inventory rating to QUALITYstarsNY team members
- Support the work of Data Systems and Ratings Manager to maintain ongoing monitoring systems for the QUALITYstarsNY rating database and supporting software.
- Facilitate regular meetings with the QUALITYstarsNY leadership team to monitor rating efficiency and report on rating system
- Support and maintain document review process and rating manual
- Support the management of QUALITYstarsNY's database and other software systems
- Attend and contribute to project planning meetings and the development of the annual project calendar
- Maintain efficient and organized records and files as part of the rating team.

Communication & Partnerships

- Engage in building relationships with key stakeholders, representing and promoting the work of QUALITYstarsNY.

Other Duties

- Attend staff meetings and trainings 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
- At least five years of experience in various early childhood settings
- Demonstrated strong analytical skills: previous work with spreadsheets and databases
- Demonstrated verbal and written communication skills: the ability to summarize complex issues for different audiences of both internal and external stakeholders

- Disciplined and process-oriented approach to independent work
- Desire to contribute to project planning and effectively communicate priorities
- Strong ability to use technological tools and platforms to effectively manage complex data systems, including Microsoft Office (intermediate skill level using Excel)
- Innovative approach to work and creative problem-solving
- Demonstrated ability to work effectively with competing and shifting priorities
- Ability to travel to other sites as needed.

Preferred Qualifications

- Spanish fluency is a plus
- Experience in management of early childhood or workforce data systems. For example, ChildPlus or COPA (Child Outcome, Planning and Administration)

Physical Requirements

- This is a 70/30 hybrid position, subject to change. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines. A laptop may be provided if needed to support working remotely.
- This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment.
- 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. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

How to Apply

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

Additional Information

RFCUNY Benefits

[RFCUNY Employee Benefits and Accruals](#)

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