

# Quality Improvement Specialist-Mohawk Valley

New York Early Childhood Professional Development Institute

Utica, NY

Full-time

Hybrid

\$70,000 - \$75,000 a year

Posted on October 27, 2025

## Organization Statement

## General Description

### MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

## Job Description

QUALITYstarsNY is New York State's voluntary 5-Star early childhood quality rating and improvement system. Since its inception, QUALITYstarsNY has focused its evidence-based practices to ensure that young children in participating programs have access to excellence and families can trust the level of quality in the program they choose. Assessment, coaching, professional development, and a wide range of resources are made available to each site, enabling QUALITYstarsNY to support early childhood programs to earn higher star ratings.

The Quality Improvement (QI) Specialist is responsible for providing key support in the implementation of QUALITYstarsNY. The QI Specialist is assigned a caseload of participating programs to provide ongoing technical assistance and resources to as part of continuous quality

improvement. The QI Specialist works in partnership with the leadership of participating programs to effectively use data to create and implement an individualized Quality Improvement Plan (QIP). The QI Specialist works in their assigned region(s), visiting participating program sites to support their continuous QIP. The central office provides each QI Specialist with the equipment needed to manage extensive record keeping and filing timely reports. QI Specialists also participate in regular virtual meetings and on-site meetings as needed. The Director of Quality Improvement and Regional Quality Improvement Coordinator supervise the QI Specialist. The QI Specialist collaborates with regional QI Specialist teams as well as the central office staff. Qualified candidates will be considered for the Utica area.

## **Responsibilities**

### **Leadership & Case Management**

- Deliver on-site technical assistance and mentoring to program leaders (FCC Providers, Directors, Principals, Supervisors) aligned with QUALITYstarsNY program standards
- Provide ongoing support to program leaders throughout the participation process; technical assistance and mentoring
- Maintain up-to-date Quality Improvement Plans (QIP) in partnership with participants; analyze and monitor progress towards quality improvement
- Provide orientation sessions, trainings, and develop 'learning communities' to support programs in meeting their goals
- Build collaborative relationships with community partners to connect participants with necessary resources and professional development opportunities
- Represent QUALITYstarsNY at local and regional events and conferences

### **Budget & Data Management**

- Maintain accurate records for allocating and tracking expenditures
- Develop efficient systems to carry out responsibilities using effective time management strategies
- Maintain an accurate and complete QIP for each participant that reflects goals, tasks, and appropriate expenditures
- Research local and state resources that support continuous quality improvement efforts

### **Communication**

- Prepare timely updates about progress and challenges with participants for regularly scheduled supervision meetings
- Manage schedule of visits and other priorities
- Plan, prepare, and participate fully in regularly scheduled regional meetings
- Plan, prepare, and carry out recruitment efforts to build QUALITYstarsNY waitlist and expand services
- Participate in outreach efforts to increase awareness of QUALITYstarsNY

## **Other Duties**

- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned

## **Qualifications**

### **Minimum Qualifications**

- Master's degree in early childhood education, early childhood administration and supervision or child development
- At least 6 years of experience in similar work, including mentoring and/or early childhood teacher preparation
- Knowledgeable about NYS early learning documents, including the *NYS Prekindergarten Learning Standards, NYS Early Learning Guidelines*, and the *Core Body of Knowledge: New York State's Core Competencies for Early Educators*
- Experience with the Environment Rating Scales (ERS) and designing technical assistance and mentoring based on data and assessment results
- Comprehensive understanding of a variety of early childhood settings, including center, family child care and school-based programs
- Demonstrated competencies in delivery of technical assistance, on-site consultation and mentoring

### **Preferred Qualifications**

- Bilingual, Spanish/English preferred (Required for NYC-Bronx)
- A complete and current profile in The Aspire Registry, New York's early childhood workforce registry
- Excellent and effective oral and written communication skills

- Strong organization and case load management skills
- Ability to communicate effectively with diverse populations
- Ability to listen and respond to others with insight, diplomacy, and respect
- Proficiency in Microsoft Office (Excel, Word, and PowerPoint)
- Proven accuracy entering information into databases and ability to track, analyze, and report on data

## **Work Environment and Physical Requirements**

- This position operates in a professional off-site office environment. 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 provided to individuals with disabilities or other needs in accordance with RFCUNY policies and applicable laws.
- Ability to travel regularly to various QUALITYstarsNY locations, and other agencies/partners locally and across the state.

## **Application Instructions**

### **Job Posting**

Please click on the link above. 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**

### **About the Research Foundation**

The Research Foundation of The City University of New York (RFCUNY) is a nonprofit educational corporation founded in 1963 to provide post-award fiscal and administrative support for CUNY's research and sponsored programs. RFCUNY's services allow CUNY researchers, faculty, and staff to focus on their intellectual curiosity and scientific discoveries, on projects and

programs that serve our local and global communities, proposing concrete solutions to society's most pressing challenges.

RFCUNY serves as a fiscal agent and works closely with all the CUNY campus Grants Offices to perform the core functions of post-award financial management for CUNY research projects and sponsored programs. These functions include legal assessment and signing of agreements where RFCUNY is named as a fiscal agent; setting up award accounts; preparing sub-awards and assisting PIs in monitoring the work of the recipients of sub-awards; supporting project directors with hiring and managing research project and sponsored program staff; supporting the purchasing and paying for goods and services with grant and program funds; managing financial aspects of projects including accounts receivable, financial reporting, invoicing, budget monitoring, and cost compliance with uniform guidance; ensuring that sponsor financial requirements are met; monitoring compliance with applicable project and financial management rules and laws; supporting the management of independent and external audits and financial reviews; and providing data, information, management expertise, and other supports to CUNY's research and sponsored programs.

### **Equal Employment Opportunity Statement**

The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with Disabilities Act/E-Verify Employer. It is the policy of the Research Foundation of CUNY to provide equal employment opportunities free of discrimination based on race, color, age, religion, sex, pregnancy, childbirth, national origin, disability, marital status, veteran status, sexual orientation, gender identity, genetic information, marital status, domestic violence victim status, arrest record, criminal conviction history, or any other protected characteristic under applicable law.

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