



Organization: Supporting Families Together Association (SFTA)

Mission: We cultivate a system of organizations and professionals across Wisconsin to promote quality, strengths-based, early childhood services in all communities.

Vision: In every Wisconsin community, all children have the opportunity to reach their highest potential and all adults embrace their role and responsibility to children.

Purpose: Our purpose is to optimize the developmental window of opportunity that early childhood presents for building a strong foundation for life.

Values: Our strong and responsive relationships are vital. Our work mirrors our passion. Curiosity inspires our innovation and growth. We believe true wisdom means lifelong learning.

**Position: Bilingual (English/Spanish) Environment Rating Scales Observer (ERS Observer)
100% FTE**

Under the general supervision of the Rating Manager, the ERS Observers are responsible for rating participating child care programs as outlined by the Wisconsin YoungStar Quality Rating System. The ERS Observers are responsible for assessing regulated programs using the appropriate Environment Rating Scale and providing objective, evidence-based feedback about quality indicators to support programs in continuous quality improvement. This work requires individuals to have a vehicle as the work involves frequent driving to child care programs around the state of Wisconsin.

Primary Responsibilities:

Formal Rating (60%)

- Perform reliable, objective observations and assessments of programs using the appropriate Environment Rating Scale(s).
- Establish and maintain a professional relationship with the early educators participating in YoungStar.
- Follow observation protocols to ensure there is consistent quality and accessibility to services regionally and statewide.
- Share printed and electronic resources to guide best practice with other YoungStar staff and YoungStar participating programs.
- Achieve compliance with the YoungStar project deliverables through participation in project meetings and professional development opportunities in order to model and implement expectations with fidelity for group, school-age, and family child care programs.
- Adhere to state standards regarding total rating hours and weeks to complete services.
- Disseminate the ERS Observation and Feedback Survey Evaluation form to collect confidential or anonymous feedback.
- Collaborate with the program's Technical Consultant to complete the onsite final feedback session.
- Run system-generated rating simulation, review rating simulation with provider and obtain signature and date of approval.
- Maintain reliability on the Environment Rating Scales.

- Travel independently to required child care locations.
- Keep current on rating requirements, Additional Notes for Clarification, Wisconsin interpretations and protocols.
- Actively participate in training and professional development opportunities.

Reporting and Case Management (15%)

- Clearly document work and enter rating information using the Branagh Software and CMS (Case Management System).
- Manage workflow and implementation timelines, evaluations, and reporting expectations.
- Upload information about site visits according to YoungStar data requirements.
- Produce reports as specified in project contracts.
- Communicate regularly and effectively with partners.

Updating and Creating Materials (10%)

- Translate current ERS support materials from English to Spanish or create new Spanish resources related to high quality child care practices.
- Assist Communications Specialist in updating information on the SFTA website.

Outreach and Education (10%)

- Encourage early childhood professionals and programs to engage in quality improvement and rating at local outreach events.
- Collaborate with statewide stakeholders including parents, caregivers, regulators, Head Start, CESAs, school districts, WI technical colleges, universities, collaborating partners, and other agencies.
- Participate in implementation of the YoungStar communication plan and utilization of outreach and education strategies.
- Support the creation and dissemination of print and electronic materials.

General (5%)

- Actively participate in SFTA staff meetings.
- Support agency mission, vision, strategic aims, and action teams.
- Contribute to SFTA publications, resources, and campaigns.
- Other duties as assigned.

Key Qualifications:

- Bilingual fluency (English and Spanish)
- Ability to work independently, organize tasks, and shift priorities to manage workflow and scheduling.
- A BA or BS with core knowledge in early care and education, relationship-based consulting, child development, adult learning, and/or quality improvement indicators and processes is required.
- A Registry level of 14 or higher is required. Preference will be given to Master Level trainers and Approved Consultants.
- At least 5 years of experience within system of early childhood, with experience in quality improvement initiatives. Previous experience working in an early care and education setting preferred.
- Maintain confidentiality and respectfulness regarding programs, technical consultants, and any other entities involved.
- Knowledge of the field of early care and education, including professional development requirements and the WI Model Early Learning Standards.
- Knowledge of current scientific research-based early care and education concepts, theories, principles, practices, and resources, including but not limited to the Environment Rating Scales.

- Experience and knowledge working as part of a team to identify and address implementation barriers and make data-driven decisions.
- Excellent oral and written communication skills. Bilingual skills are highly valued. Experience conducting training, public speaking or related is highly valued.
- Ability to relate to diverse populations and display strong conflict resolution skills as necessary.
- Ability to communicate clearly in order to establish and maintain effective working relationships with YoungStar staff across the state and with early care and education professionals.
- Ability to deliver feedback regarding ratings and provide technical assistance to support quality improvement in a professional, constructive, strengths-based manner.
- Strong computer skills in Microsoft Office, internet and e-mail capabilities and/or ability to learn new software or databases.
- Ability to work evenings and weekends as required.
- Have a valid driver's license and proof of car insurance and ability to travel statewide and occasionally remain away from home overnight.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, talk or hear and taste and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals and disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is moderate.

Other:

- Understands agency mission and represents same to public
- Must pass criminal background check/s prior to final employment offer
- Perform other duties as assigned
- This position is contingent upon grant funding

Compensation:

- Annual Salary ranges from \$45,000 – 50,000(1.0 FTE) depending on experience
- Time off and benefit policies are available

SFTA is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.