



Position Title: Assessor	Reports To: Quality First Program Co-Coordinators
Status: Non-Exempt	Program: Quality First Assessment

General Summary: Conducts on-site assessments and completes written reports for Quality First participants in early care and education settings in an objective, reliable, efficient and professional manner throughout the state of Arizona.

Essential Duties/Responsibilities:

1. Implement policies and procedures as required for Quality First Assessment.
2. The ability to maintain objectivity. Includes the knowledge and ability to maintain confidentiality and high ethical standards.
3. Demonstrate knowledge of the Environment Rating Scales (ITERS, ECERS, FCCERS), Classroom Assessment Scoring System (Pre-K CLASS, Toddler CLASS), and Quality First Points Scale, others tools as they are assigned, and maintain reliability in each tool as required per the program contract.
4. Schedule and conduct observations in support of completing Quality First Assessments in assigned early care and education settings according to Quality First procedures.
5. Maintain an established work schedule, keep appointments, and adapt schedule to meet unexpected needs, and utilize time effectively.
6. Participate in ASCC, Quality First Assessor Partnership and Quality First meetings and trainings as required.
7. Attend all staff and agency mandatory meetings.
8. Calculate scores of assessments.
9. Write detailed, grammatically correct, and accurate reports supporting assessment scores.
10. Proofread and revise work for correct grammar, spelling and format as provided by the Lead Assessor or Co-Coordinator assigned to review reports.
11. Share pertinent information with Co-Coordinator and team members regarding work progress, successes, barriers, concerns and other information that many have an impact on the program's operation or services provided.
12. Enter scores and data into the Quality First Extranet.
13. Complete individual programmatic tracking as required for completion of monthly reports and submit within timelines required.
14. Participate in inter-rater reliability checks with Quality First Assessment Supervisor or Lead Assessor every 10 assessments and maintain 85% reliability in ERS Assessment tools and 80% in the CLASS Assessment tools.
15. Represent Quality First in a professional manner, respecting confidentiality and diversity of participating sites.
16. To meet the agency insurance requirements, a copy of your most recent 39-month Motor Vehicle Record is required to be submitted upon hire. No more than one (1) at-fault accident or two (2) moving violation tickets that are not listed under the "major ticket" category, as defined by the ASCC insurance company (list available upon request) may be on your 39-month driving record.

17. Ability to travel throughout the state, have a current and valid Arizona Driver's License, current vehicle insurance, and have reliable transportation, by automobile, available at all times.
18. Ability to work cooperatively with other staff members and the community.
19. Flexibility to work evenings and weekends as needed.
20. Physical Requirements:
 - Ability to lift 15-30 pounds.
 - Ability to stoop, bend, and squat to child's eye level for appropriate periods of time.
 - Ability to stand for approximately three hours at a time, including being outdoors for extended periods of time.
 - Ability to sit for periods of time on the floor.
 - Ability to get up and down from the floor without assistance.
 - Ability to run after a child if necessary.
 - Ability to climb and descend a flight of stairs.
21. Other duties as assigned by the Quality First Assessment Coordinators, Program Manager and Executive Director.

Minimum Qualification:

1. Bachelor's Degree from an accredited college or university in Child or Family Development, Early Childhood Education or related field.
2. Three years of related work experience as a teacher or primary care provider in an early care and education setting with infants, toddlers and preschoolers.
3. Register with the Arizona Early Childhood Workforce Registry and, at a minimum, meet Lattice Level criteria for the position per funding requirements.
4. Documented experience in conducting observational assessments, preferably in early care and education settings.
5. To meet the agency insurance requirements, a copy of your most recent 39-month Motor Vehicle Record is required to be submitted upon hire. No more than one (1) at-fault accident or two (2) moving violation tickets that are not listed under the "major ticket" category, as defined by the ASCC insurance company (list available upon request) may be on your 39-month driving record.

Knowledge and Skills:

1. Knowledge and/or experience with utilizing assessment tools, including ITERS, ECERS, FCCERS, Pre-K CLASS, and Toddler CLASS.
2. Excellent knowledge of the early childhood field including developmentally appropriate practices and management in early care and education settings.
3. Knowledge of ADHS and DES certified child care licensure standards.
4. Knowledge of Arizona Early Learning Standards and Arizona Infant and Toddler Developmental Guidelines.
5. Demonstrate an understanding of early childhood evaluations, observations and assessments.
6. Knowledge, understanding and ability to respect diversity represented in cultural and linguistic populations served by Quality First.
7. The ability to maintain a tracking and documentation system.
8. The ability to learn new assessment tools as they are introduced.
9. The ability to work independently and as team member.
10. The ability to communicate professionally and effectively both verbally and in writing.
11. Knowledge and use of computer technology.
12. Maintain a professional appearance in accordance with agency policy.
13. Demonstrate passion and commitment to the agency's mission in early childhood.
14. Ensure the professional appearance of the office environment is maintained.

15. English/Spanish bilingual preferred but not required.

NOTE: The statements above are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Signed: _____ Date: _____