



**Bay Area Quality Early Learning Partnership  
Impact Hub Regional Coordinator  
Job Description**

The Bay Area Quality Early Learning Partnership is seeking qualified applicants for the position of Regional Coordinator. This position is responsible for the development, coordination of collective efforts, and implementation of the Impact Regional Hub for Quality Rating and Improvement System serving San Francisco, Alameda, San Mateo, Santa Clara, Contra Costa, San Benito, Santa Cruz and Monterey Counties. The Regional Coordinator plays a vital role in the achievement of the Consortium’s goals for improving the quality of care for children ages birth-to-5 across the region.

**Background**

Guiding Vision: The consortia in the Region 4 Hub, known as the Bay Area Partnership for Quality Early Learning Systems (the Bay Area Partnership), have a unified approach to enhancing the systems that impact early learning outcomes for children throughout the region. The Bay Area Partnership promotes collaborative, strategic decision-making that:

- builds on the unique strengths and needs of local consortia
- creates a culture of continuous quality improvement
- creates efficiencies and leverages regional resources
- strengthens communication within local consortia and across the region
- produces measurable impacts
- influences policies and broader systems changes that improve child outcomes

**Goals:**

The Bay Area Partnership has identified a preliminary set of priorities, based on a Regional Needs Assessment and a series of facilitated planning meetings. These priorities will be further defined as specific, achievable goals in the coming months.

1. Enhance the regional structure for supporting quality improvement (QI) efforts related to improving adult-child interactions. The Bay Area Partnership’s goal is to build a multi-lingual, high-quality, cross-county system of trainings, trainers, and QI support that includes coaching and reflective practice.
2. Develop a regional approach or common framework for family engagement and support. The Bay Area Partnership has identified a number of common tools and frameworks for family engagement used by multiple consortia. Further discussion is needed to build agreement about common tools and indicators.
3. Develop a coordinated approach and standardized messaging for outreach and communication about QRIS to families, providers, policymakers, and other stakeholders.
4. Communicate the Bay Area Partnership’s QRIS outcomes and lessons learned as a means to influence systems and policies that impact child and family outcomes and/or the sustainability of the QRIS at the local and regional levels.

Additional priorities and goals may be identified as the Bay Area Partnership begins its Hub activities and identifies a match between regional needs and available resources.

## **KEY RESPONSIBILITIES**

The Regional Coordinator's responsibilities will follow First 5 IMPACT's Seven System Functions of Comprehensive Early Childhood Systems:

### **BUILD LOCAL CONSORTIA**

- Coordinate the Regional QRIS Consortium activities. Organize regular meetings of the Consortium.
- Facilitate close and effective coordination and collaboration between Consortium partners, ensure high quality documentation of QRIS activities and ensure grant result areas are achieved.
- Facilitate shared learning among Consortium partners and other relevant stakeholders.
- Prepare and present regular updates on the implementation of the QRIS Regional Plan, including lessons learned and recommendations for improvement
- Represent the Consortium at public functions and local, county, regional, and state meetings; provide presentations, reports, and updates as needed

### **FINANCE STRATEGICALLY**

- Ensure that contractual obligations are followed and funding guidelines are adhered to
- Monitor grant budgets and expenditures
- Conduct regular budget and finance meetings with Consortium partners
- Identify and understand funding streams that can be matched or leveraged that will help maintain long-term sustainability of regional QRIS efforts

### **ENHANCE AND ALIGN STANDARDS**

- Provide expert knowledge of QRIS tools and resources
- Support the alignment, modification, and layering of existing quality improvement work with the QRIS system.
- Create materials to provide an overview of our regional model including key indicators of quality

## **RECRUIT AND ENGAGE PARTICIPANTS**

- Work with Consortium partners and identified local partners to engage early learning sites in QRIS.
- In collective effort with county partners, develop strategic communication and efficiencies to increase cultural and linguistic diversity of participation across early learning settings
- Facilitate the creation of Bay Area QRIS materials to promote and support QRIS participation
- Work with Consortium partners and community stakeholders to create a regional QRIS outreach and communication plan to disseminate information to parents and the public about quality.

## **CREATE AND SUPPORT IMPROVEMENT STRATEGIES**

- Work with consortia members, local QRIS leaders and county identified individuals to map and to build the capacity of the assessor, rater and coaching workforce.
- In concert with hub partners, identify regional efficiencies in the areas of Assessment and Professional Development.
- Facilitate regional learning communities which are identified by the Consortia.

## **ENSURE ACCOUNTABILITY**

- Participate in designing, conducting, monitoring and reviewing data protocols and evaluations
- Monitor Consortium progress in achieving the regional QRIS plan and grant requirements
- Working with the Data System Coordinator, utilize internal databases and other tools to monitor and collect demographic data and other information for reporting purposes
- Prepare detailed reports as required by funding sources and as desired by the Consortia, correspondence, and

- presentations using MS Word, PowerPoint, and Excel
  - Assist in contract revisions, maintenance of files, records and databases for all
  - participating Consortium partners and early learning sites
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## **QUALIFICATIONS AND EXPERIENCE**

- Experience and Training: minimum of a Bachelor degree in Early Childhood education, Public Administration or related field, Masters preferred;
- Must have at least 3 years relevant experience, knowledge of community resources related to the needs of young children, knowledge of QRIS, and contracting;
- Ability to interface at all organizational levels and senior leadership among systems partners, including working independently and collaboratively with teams of individuals in diverse settings, with solution-oriented approach;
- Must work together as a team with Consortium partners and have a positive approach to all situations and requests;
- Must be able to handle the demands and pressures of a fast-paced environment, handle detail-oriented tasks and have the ability to handle multiple projects simultaneously;
- Expert troubleshooting skills with clear ability to prioritize and resolve issues in a timely and thorough manner;
- Outstanding communication skills. Positive attitude, approachable, courteous and respectful and maintains professionalism under pressure;
- Demonstrates initiative and can work independently. It is expected that all tasks will be performed efficiently and accurately, with discretion, judgment, and a minimum of instruction and supervision; and
- Willing to adjust to changes in job requirements and scheduling, and willing to travel across the Bay Area Region, and as necessary, travel within and out of state.

*For inquiries regarding this position, contact: Ingrid Mezquita, First 5 San Francisco, 415-437-4649 or [ingrid@first5sf.org](mailto:ingrid@first5sf.org)*