



Technical Professional – QI Navigator

Start Date: Spring Semester 2015

Location: Red Rocks Community College, Lakewood, Colorado

Compensation & Benefits: \$38,480 – 40,480/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rrcc.edu/human-resources/benefits-information>.

Grant funded positions: Positions are contingent on availability of funding.

Application Close Date: Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on December 22, 2014.

Purpose Statement

To assist early learning professionals in accessing services and supports aimed at improving the quality of services available to targeted children and families.

Responsibilities

Contact target childcare facilities for the purposes of recruitment, eligibility determination and enrollment in specific quality improvement initiatives. This includes, but is not limited to, making site visits and conducting readiness assessments.

Collect and enter data as required by funders. Includes assuring provider electronic submission of requests for quality improvement resources, and assistance in the preparation of data reports.

Provide technical assistance to participating early learning professionals. This includes, but it not limited to, assistance in completing the Colorado Shines application, related PDIS workaround, and ecConnect QI Incentives applications.

Qualifications

Minimum Qualifications: Completion of at least nine (9) credit hours in the early childhood field. Must have been licensed as a family childcare provider or hold Colorado Large Center Director Qualification letter. Three (3) years working in the early childhood field as a licensed family childcare provider, Early Childhood Teacher, or center Director. At least one (1) year providing technical assistance or coaching to early learning professionals. Excellent verbal and written communication skills, including proficiency with Microsoft office programs, effective problem solving skills and ability to multi-task.

Preferred Qualifications: At least thirty (30) credit hours in the early childhood field or Director's Certificate from a regionally accredited college, or ability to complete within ninety (90) days of hire. Current or previous experience operating a Qualistar rated or nationally accredited family childcare home or center. Minimum plus at least six (6) months experience teaching Colorado Department of Human Services approved curriculum for childcare facilities. Minimum qualifications plus demonstrated knowledge related to components of various early learning program assessment tools and processes, including ECERS, ITERS, and/or FCCERS.

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application (**only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application.**

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

Red Rocks Community College
13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

Red Rocks Community College | Position Announcement

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. Bill.Dial@rrcc.edu

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.