



## Technical Professional – Quality Improvement Coordinator

<b>Start Date:</b>	Summer, 2015.
<b>Location:</b>	Red Rocks Community College, Lakewood, Colorado
<b>Compensation &amp; Benefits:</b>	\$49,500-54,450/annualized. RRCC also offers a comprehensive benefits package. Details at <a href="http://www.rrcc.edu/human-resources/benefits-information">http://www.rrcc.edu/human-resources/benefits-information</a> .
<b>Application Close Date:</b>	Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on July 6, 2015.

### Responsibilities

Coordinates implementation of grants and contracts related to Colorado's Quality Rating and Improvement System (QRIS). This includes, but is not limited to assuring timely implementation of contract deliverables, coordinating and scheduling provider professional development, data collection, attendance at required meetings and events, documentation of activities and completion of reports as required. Supervises and supports (QI) staff. This includes, but is not limited to performance management, schedule and leave approval, designation of coaching assignments, review of coaching logs and other related documents, identification of training and support needs, and connecting to relevant professional development opportunities. Serves as a member of departmental management team, assisting the Director in modeling expected levels of professionalism, assuring adherence to policies established by the department and college, assisting in planning and oversight of general departmental operations. Makes recommendations for program and assists in the identification of resource development needs. Collaborates with designated department and Business Services staff to ensure tracking, documentation, alignment of expenditures with funder specifications, and completion of grant budget reports as required by funders.

### Qualifications

**Minimum Qualifications:** Associate's degree with a focus on early childhood education or related field. May substitute 5 or more years of experience involving comparable work. Colorado Office of Professional Development Trainer approval at Intermediate level or above. At least one year of experience supervising two or more staff. One year reading and interpreting multiple line item budgets.

**Minimum Competencies:** Ability to interpret and implement work plans, foster collaboration, and work effectively with diverse populations. Requires knowledge of mentoring/coaching programs, quality standards and credentialing for early childhood programs, and available resources. Must have strong written and verbal communication skills, be attentive to detail, and be proficient in MS Office applications.

**Preferred Qualifications:** Bachelor's degree with a focus on early childhood education or a related field. Colorado Early Childhood Credential at Level III or above or Colorado Coaching Credential. Three or more years of experience working with child care providers in a training and/or support capacity. Knowledge of Colorado Shines, NAEYC and NAFCC Accreditation, and coaching competencies.

### 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: [www.rrcc.edu/hr/jobs.htm](http://www.rrcc.edu/hr/jobs.htm). Application documents may be emailed to [hrjobs@rrcc.edu](mailto: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 Dr. 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](mailto: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.*