

## Job Description



**POSITION:** Assessor, Great Start to Quality  
**DIVISION:** Early Childhood  
**REPORTS TO:** Assessment Manager, Great Start to Quality  
**CLASSIFICATION:** Non-Exempt

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### Position Summary

The Assessor supports the Great Start to Quality assessment process to ensure fidelity to the model through the assessment of family and group homes, and early childhood and education centers.

### Duties and Responsibilities

*This list is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those outlined and may be required to have specific job-related knowledge and skills.*

- Conduct on-site assessment of family and group homes, and early childhood and education centers utilizing the different versions of the Program Quality Assessment (PQA) tools. Includes observations of the program, children, and staff.
- Input PQA data and evidence in the Great Start to Quality STARS platform in accordance with system policies and procedures.
- Prepare detailed written reports of the observation in accordance with policies and procedures.
- Participate in the review of documents and written evidence in accordance and compliance with the appeals and review process as developed by the Michigan Department of Education - Office of Great Start in collaboration with the Early Childhood Investment Corporation.
- Consult and advise with Quality Improvement Consultants on completed assessments in the development of quality improvement plans.
- Maintain PQA inter-rater reliability of 80% annually.
- Participate in internal workgroups and meetings as needed to support the successful implementation of assessments.
- Maintain detailed knowledge of Great Start to Quality including, but not limited to: Great Start to Quality program quality indicators, Self-Assessment Survey process, and required documentation.
- Maintain working knowledge of quality improvement plans and program quality assessments.
- Meet regularly with Assessment Manager, Great Start to Quality and Director of Systems and Assessments, Great Start to Quality as needed to keep them abreast of assessment efforts.
- Maintain accurate and up-to-date documentation in accordance with protocols and timeframes.
- Participate in required professional development and training.
- Maintain records of self-performance evaluations.
- Perform other duties as assigned.

**Qualifications:**

- Associate's Degree from a discipline related to the field of early childhood with 3 to 5 years related experience; Bachelor's Degree in early childhood or related field preferred
- Trained and certified in the HighScope Program Quality Assessment (PQA) tools
- Knowledge of quality rating and improvement systems for child care and early learning settings
- Proficient in Microsoft Word, Microsoft Excel, PowerPoint, and Outlook

**Knowledge and Skills:**

- Knowledge of assessment and curriculum tools
- Exceptional grammar and writing skills
- Knowledge of program quality assessment tools, i.e. CLASS and ERS
- Ability to communicate clearly, concisely, and professionally both verbally and in writing
- Excellent interpersonal skills
- Ability to organize and plan work, manage multiple priorities, meet deadlines, be flexible, and adapt and support a changing work environment
- Maintain a high level of professionalism, be respectful, honest and trustworthy
- Self-motivated and ability to work with minimal supervision in a collaborative, team environment
- Ability to make independent decisions with sound judgement
- Effectively work with individuals at all business levels and a variety of situations; must display tact and diplomacy in difficult or sensitive situations
- High degree of accuracy and attention to detail
- Demonstrated analytical and problem solving skills
- Available for in-state travel and occasional out-of-state travel
- Ability to operate an automobile, possession of a valid driver's license and insurance