



NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG)

QUALITY CONTROL SPECIALIST

Department: Head Start

Pay Grade: G09

FLSA Status: Non-Exempt

Reports to: Operations Manager

POSITION SUMMARY:

Working under general supervision and with moderate difficulty, this position is responsible for monitoring and analyzing program functions and operations to ensure effective program compliance and consistency throughout the Head Start Centers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitors and documents the operations, activities, and recordkeeping of all program service areas (including Early Childhood Development, Health and Disabilities Services, Family and Community Partnerships and Program Design and Management, Arizona Department of Health services Licensing, Child and Adult Care food Program (CACFP), and NACOG policies and procedures) to ensure program compliance;
- Collects, analyzes, and interprets information and data for the purpose of preparing and submitting various monthly monitoring reports
- Collaborates with staff and community agencies to identify community resources that address child and family needs
- Facilitates and coordinates staff training to promote professional development and ensure program compliance and consistency
- Assists in developing and evaluating the Service Areas and Program goals and objectives to ensure program compliance and high quality services
- Assists in the development, implementation, and monitoring of personnel actions
- Assists in the program's recruitment activities to ensure enrollment of eligible children and families

Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

Associate's Degree from an accredited college or university in Child or Human Development, Social and Behavioral Sciences, or a related field; and one year of experience in a Head Start program; **OR** three (3) years' experience in a Head Start program; **OR** an equivalent combination of education, training, and experience which demonstrates the ability to perform the duties of the position.

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CERTIFICATES & LICENSES:

N/A

CONDITIONS OF EMPLOYMENT:

- Criminal Background Check
- Fingerprint Clearance Card, Level I
- Motor Vehicle Record (annually)

TECHNICAL COMPETENCIES:

- Early Childhood Education
- Head Start Performance Standards

GENERAL COMPETENCIES:

- Analytical thinking
- Collaboration
- Communication (written and verbal)
- Cultural competence
- Mentoring / training competence
- Office competence
- Organizational skills
- Problem solving skills

TRAVEL REQUIRED:

☐ < 5% ☐ < 25% ☒ < 50% ☐ < 75% ☐ 100%

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

Physical Activity: Frequent listening, talking, sitting, and reaching. Occasional walking, standing, lifting, climbing, balancing, stooping, kneeling, crawling, feeling, pushing, pulling, and repetitive motion.

Physical exertion: __ Sedentary; **X** Light; __ Medium; __ Heavy; __ Very Heavy. Work involves exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Visual requirements: Close visual acuity for compiling and analyzing data; viewing a computer screen; and reading.

Working conditions: Occasional exposure to extreme weather conditions (snow, ice, rain), and infectious disease.

NACOG is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, genetic information, or any other characteristic protected by the state, federal, or local law. NACOG is committed to providing access, equal opportunity and reasonable accommodation for individual with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Human Resources Director, 928-774-1895, HR@nacog.org.

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SIGNATURES:

This job description has been approved by:

Department Director: _____ Date: _____

Human Resources Director: _____ Date: _____

Executive Director: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____