

# Rating Reviewer-Pt

New York Early Childhood Professional Development Institute

Brooklyn, NY

Other

Part-time

Hybrid

\$30.00 - \$32.00 an hour

Posted on October 18, 2022

## Job Description

### GENERAL DESCRIPTION

The Rating Reviewer is responsible for the accuracy and consistency of the QUALITYstarsNY rating process for regulated early childhood programs participating in New York State's Quality Rating and Improvement System. QUALITYstarsNY completes a rating process for all participating programs to earn a 1-5 Star Level, then supports the continuous quality improvement work according to the program's priorities. The Rating Reviewer is responsible for reviewing documentation submitted by participating programs to assess the level of quality based upon a set of research-based Quality Standards. Reporting directly to the Rating Specialist, the Rating Reviewer will regularly communicate with the Rating Specialist about ways to enhance the system and monitor the system for consistency and best practice.

## Responsibilities

### Rating and Communication

Responsible for reviewing documentation submitted by participating programs to assess the level of quality based upon a set of research-based Quality Standards.

- Review and score submitted documentation for all participating programs
- Manage communication and earned points data in the database system
- Proficiency in the Standards Inventory submission and rating process
- Expert understanding of Quality Standards for all early childhood settings
- Research and be familiar with the content of early childhood assessment and screening tools, birth to five curricula, State and Federal early childhood care and education guidance

resources, as well as other tools/resources used by participating programs to meet Quality Standards

- Successfully complete interrater reliability on a regular basis to ensure rating consistency
- Contribute to the bi-yearly rating review process and rating manual maintenance
- Maintain efficiently and organized records and files as part of the rating team
- Uphold confidentiality of the collected data from participants as well as other internal data collection in the database system

### **Other Duties**

- Attend staff meetings and training as required.
- Perform special projects and other duties as assigned.

## **Qualifications**

### **Minimum Qualifications**

- Bachelor's degree or higher in early childhood education/child development or a related field
- Experience in various early childhood settings, working directly with children is a plus
- Be familiar with early childhood assessment and screening tools, curricula, State and Federal early childhood care and education guidance/resources, and other relevant tools/resources used in the field
- Strong verbal and written communication skills: the ability to summarize complex issues
- Detail oriented and thorough approach to completing work
- Disciplined and process-oriented approach to independent work
- High level of computer literacy
- Strong analytical skills: previous work with spreadsheets and databases
- Strong ability to use technological tools and platforms to effectively manage complex data systems, including Microsoft Office (intermediate skill level using Excel)
- Spanish and other language fluency is a plus "written/ reading level"
- Collaborative approach to work/tasks

### **Physical Requirements**

- This position operates in a professional office environment located in Brooklyn, NY, and is currently hybrid, working 70% in the office. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

## **Application Instructions**

### **How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position using this link <https://www.rfcuny.org/careers/postings?pvnID=VA-2210-005155>

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### **Additional Information**

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We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.Â The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.

Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=3997>