

## **STARS to Quality Assessor Position Description**

The Early Childhood Services Bureau, (ECSB) of the Montana Department of Public Health and Human Services (DPHHS) is seeking qualified individuals to assess Montana child care facilities enrolled in Best Beginnings STARS to Quality.

### **DUTIES and RESPONSIBILITIES**

Assessor must:

- Be responsible for and maintain certification and reliability in all of the scales used by Montana
- Travel out of state to attend training from the McCormick Center for Early Childhood Leadership and achieve certification through the authors of the tool in both the Program Administration Scale and the Business Administration Scale
- Use the following Environment Rating Scales:
  - Early Childhood Environment Rating Scale – Revised (ECERS-R)
  - Infant Toddler Environment Rating Scale – Revised (ITERS-R)
  - Family Child Care Environment Rating Scale – Revised (FCCERS-R)
  - Early Childhood Program Administration Scale (PAS)
  - Early Childhood Business Administration Scale (BAS)
- Complete training/reliability on the Environment Rating Scales for Montana
- Successfully complete four consecutive practice/training assessments in each scale in order to achieve reliability
- Accept assignments year round and through-out the state
- Have few connections to the child care community in ensure objectivity and decrease potential conflicts of interest
- Not be involved in the current Best Beginnings STARS to Quality Program
- Not be employees of Child Care Resource and Referral Agencies
- Be willing to work on an on-call basis and have open availability

### **QUALIFICATIONS**

- Achieve a Level 6 or above on the Montana Early Childhood Project Career Path
- Have a minimum of 2 years' experience working in a licensed or registered child care or Head Start/Early Head Start
- Must possess the aptitudes, language skills, and proficiency essential for the work performed in contracted assessment activities.
- Be able to keep up with the physical demands of the job which may include; standing for long periods of time, bending, crawling, crouching, getting up and down from a seated position quickly, and getting into and out of tight spaces.
- Have a reliable and safe vehicle to use year-round.
- Upon hire, will be required to under-go a full background check as well as updated immunizations including TB and Tetanus vaccine or provide proof of immunizations. Results of a background check will be considered prior to final offer of employment.

### **EMPLOYMENT and COMPENSATION:**

- Best Beginnings STARS to Quality Assessors are not paid *employees* of the State of Montana and must become contracted employees through the University of Montana-Western.
- Assessors will receive \$375.00 per onsite assessment to include a finalized report through the Branagh Information Group/ ERS Data System. These rates also apply for the required practice/training for each of the assessment scales and for assessment work with ECSB.
- Assessors will be paid per number of completed assessments plus mileage and per diem.
- Lodging will be paid on a procurement card from the University of Montana-Western in accord with their processes.

- Assessors are paid by the University of Montana-Western through invoicing by way of a signed contract with U of M-Western School of Outreach.
- Taxes and workers compensation are calculated by U of M-Western.
- Assessors must follow the procedures for invoicing, travel requests, and lodging arrangements etc. set in place by U of M- Western.
- Extensive year-round in-state travel is required
- Contracts are renewed on an annual basis.
- This position varies in work load and payment is based on completed assessments.

The Early Childhood Services Bureau reserves the right to deny specific assessment assignments if there is a perceived conflict of interest and extensive oversight should be expected. Applicants will be required to travel to Helena at their own expense if selected for an interview.