

Early Childhood Assessor Position Description

This position conducts assessments in early care and education programs in Montana. The selected candidate will be paid to become reliable in Environment Rating Scales, the Program Administration Scale, and the Business Administration Scale assessment scales and other certifications when required. Travel to other states may be required to become reliable and maintain reliability. Travel across the state of Montana is required, year-round when conducting assessments. Work schedule is varied month to month.

Duties and Responsibilities

- Use the current, 3rd edition of the Environment Rating Scales:
 - Early Childhood Environment Rating Scale
 - Infant Toddler Environment Rating Scale
 - Family Child Care Environment Rating Scale
- Early Childhood Program Administration Scale (PAS)
- Early Childhood Business Administration Scale (BAS)
- Maintain certification and reliability in all of the scales used by Montana
- 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
- Complete training/reliability on the Environment Rating Scales for Montana
- Successfully complete four consecutive practice/training assessments in each ERS scale in order to achieve reliability
- Accept assignments throughout the year
- Must maintain professionalism to ensure objectivity and decrease potential conflicts of interest
- *If hired, cannot work in an early care and education program or a Child Care Resource and Referral Agency.*
- Be willing to work on an on-call basis and have open availability

Qualifications

- Prefer a minimum of 2 years of experience or education in the Early Childhood field.
- Prefer prior experience with formal assessments, including conducting assessments and writing formal reports
- Must possess the aptitudes, language skills, and proficiency essential for the work performed in contracted assessment activities.
- Be able to perform 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, assessors will be required to undergo a full background check, as well as updated immunizations including TB and Tetanus vaccine or provide proof of immunizations. Results of the background check will be considered prior to final offer of employment.

Employment and Compensation

- 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 an hourly wage of \$25.00 for any additional tasks associated with assigned duties.
- Assessors will be paid per number of completed assessments plus mileage and per diem.
- An annual remuneration at \$10,000 will be prorated and paid on a monthly basis.
- 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.
- 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.