



Position: ELRC STARS Designator | **Full-Time:** Salary Position

Culture:

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Purpose:

The Allegheny County Early Learning Resource Center STARS Designator is responsible for coordinating the STARS designation process and conducting designation visits. This position provides feedback to the Quality Coaches to inform the design of providers' annual plans. The STARS Designator attends professional development opportunities hosted by the Office of Child Development and Early Learning in order to maintain inter-rater reliability. The STARS Designator works closely and collaborates with ELRC Quality Support staff to enhance services to early care and education and afterschool providers.

Responsibilities:

- Verifies programs participating in Keystone STARS meet quality standards.
- Implements the STARS designation and renewal process in collaboration with the Quality coaches.
- Conducts on site STARS designation visits as required.
- Awards new STARS levels based on compliance with appropriate Performance Standards.
- Collaborates with Quality Coaches to ensure timely renewals for providers with active status in STARS.
- Provides information on resources to support continuous quality improvement in child care and Afterschool/Out of School Time facilities.



- Participates in community outreach activities for early care and education and Afterschool/OST providers.
- Participates in professional development opportunities successfully implementing new skills, knowledge and procedures.
- Promotes and supports the vision, mission, and goals of Trying Together. To learn more, visit www.tryingtogether.org.

Additional Knowledge, Skills and Experience

- Knowledge of local, state and national systems for early care and education.
- Ability to plan, organize, analyze and function independently.
- Demonstrated decision-making and problem-solving skills.
- Current working knowledge of best practices as related to early care and education and school-age; ability to apply knowledge to the intention of the Keystone STARS Performance Standards.
- Ability to develop and maintain effective working relationships with stakeholders; ability to display professional behavior when interacting.
- Ability to maintain a high level of confidentiality and sensitivity.
- Working knowledge of personal computers and networked systems and their use and application for database management, tracking and reporting.
- Ability to establish credibility as a resource worthy of the program's respect and trust.
- Ability to maintain a project timeline and monitor progress toward goals.
- Must be able to work independently and as a team member.
- Must be able to interact with others in a positive and professional manner.
- Acceptance of diversity and ability to work comfortably in a variety of settings.
- Good judgment and decision-making abilities.
- Must demonstrate enthusiasm and flexibility.
- Must clear full background check and must pass health screening.



Qualifications:

- Bachelor's Degree in Early Childhood Education or related field required. Master's degree preferred.
- Three years experience working with the Keystone STARS Performance Standards, or any equivalent combination of acceptable training, education and experience.
- Intermediate to advanced computer skills, Internet and email.
- Must have a valid PA Driver's License and proof of insurance.

Required Clearances:

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 Criminal Clearance.
- Clean Act 73 FBI Clearance.

Physical Requirements:

- Ability to lift 10-20 pounds.

Benefits:

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

Wage Range:

- \$40,000 - \$44,000 with benefits commensurate with experience.

Interested Applicants:

Submit cover letter and resume with a minimum of three work-related references to jobs@tryingtogether.org. Phone calls will not be accepted. Posting will remain open until filled.

