

**Job Summary:** The Paths to QUALITY rater will perform assessments of the quality of care within a program related to PTQ standards for all four eligible early childhood program types (Licensed Early Childhood Homes, Licensed Early Childhood Centers, Unlicensed Certified Early Childhood Ministries, and LLEP Public Schools and Non-Public Schools). These assessments will be in accordance with OECOSL and PTQ protocols and in accordance with applicable State and Federal laws.

**Essential Functions:**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Travel to various areas of the state to conduct programs' rating requests to verify PTQ standards compliance
- Accurately input data in Wireless Webforms and CCIS
- Have working knowledge of the PTQ standards for Licensed Early Childhood Centers, Licensed Early Childhood Homes, Legally Licensed Exempt Programs in Public Schools, and Unlicensed Early Childhood Ministries
- Have working knowledge of early childhood embedded practices
- Utilize the Tablet PC and Wireless Web forms tool to complete programs' rating visits
- Adhere to all policies and procedures in both the OECOSL PTQ Manual and the TCC PTQ Raters Manual
- Adhere to the procedural and contractual obligated timelines and guidelines. Including but not limited to:
  - Complete at least 95% of PTQ assessments within thirty calendar days of the date the assessment request is received
  - Report the rating assessment to OECOSL in the CCIS system within one business day of a completed PTQ assessment.
  - Contact programs within 48 hours of rating request
  - Ensure 90% inter-rater reliability for PTQ rating results
  - Offer Customer Satisfaction Surveys following each assessment ensuring that 90% of assessments result in a satisfactory or better rating
  - Ensure that 95% of all early childhood program PTQ level decisions by rater are not appealed and overturned
- Adhere to contractual obligations set forth by The State of Indiana. Including but not limited to:
  - Hold current C.L.A.S.S.™ certification for Toddlers and Prekindergarten.
  - Train in Safe Sleep with biennial refresher courses
  - Have an ongoing professional development plan that includes goals and progress towards goal completion.
  - Completes a minimum of twelve hours of Professional Development annually
- Participate in monthly PTQ staff and stakeholders meetings as scheduled
- Provide feedback to community stakeholders regarding PTQ standards compliance
- Maintain monthly expenses and report in an accurate and timely manner

- Work collaboratively with the Office of Early Care and Out of School Learning (OECOSL) and other PTQ Partners
- Assist in all areas of PTQ implementation as needed

### **Competencies**

- *Initiative*
- *Professionalism and Integrity*
- *Dependability*
- *Communicate Effectively*
- *Organization and Time management*
- *Adapts Well to Change*
- *Interpersonal Relations*
- *Accountability*

### **Supervisory Responsibility**

This position has no supervisory responsibility.

### **Work Environment**

This job operates in a professional home environment as a remote worker. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit; stand; walk; use hands to touch, handle or feel; and reach with hands and arms.

### **Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:00 a.m. to 5:00 p.m. and must work 40 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Frequent travel is expected for this position. A personal reliable form of transportation is required along with a valid driver’s license and proper state required auto insurance.

### **Required Education, Experience, and Skills**

- Bachelor’s Degree in Early Child Development or related degree.

- Three to five years of relevant experience working with children and families in the childcare field

**Additional Eligibility Qualifications**

None required for this position.

**Work Authorization/Security Clearance**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Background checks include criminal (triennial), civil, employment, education, child protective index (annual), sex offender registry (annual), fingerprints (triennial), and TB testing (biennial). Drug screening in compliance with drug free workplace standards.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*TCC Software Solutions is an "Equal Opportunity Employer," and prohibits, in all employment – related practices and decisions, discrimination, harassment or prejudicial treatment against any person based on race, color, religion, national or ethnic origin, gender, pregnancy, childbirth, pregnancy related conditions, age, disability, veteran status, or otherwise as provided by federal, state or local law.*

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**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date: \_\_\_\_\_

HR \_\_\_\_\_ Date: \_\_\_\_\_

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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_