



Plan and coordinate meetings according to established timelines and requirements; assure proper recording of meeting minutes; attend and participate in meetings related to quality i

**Educational and Programmatic Assessment** Methods of child screening, observation and assessment including the California Desired Results Developmental Profile System, and methods of early learning program improvement including Quality Rating and Improvement System (QRIS) frameworks.

**Program Evaluation** Current research tools and standards for measuring quality in early learning programs and services; data systems, data collection, analysis and reporting.

**Collective Impact** - Collaborative partnership development strategies.

**Communications** - Communication and information dissemination strategies techniques. Written, oral, social and visual media options.

**Skill/Ability to:**

**Project Coordination** Develop scope of work to meet initiative goals and objectives; establish service activity timelines and measurable outcomes; establish collaborative partnerships with community agencies.

**Active Listening/Learning**

