

**Classroom Quality Specialist
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=256104>

Downloaded On: Apr. 22, 2025 5:42pm

Posted Apr. 22, 2025, set to expire May 1, 2025

Job Title Classroom Quality Specialist
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Apr. 22, 2025

Application Deadline 05/01/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Education
Administration - Other

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Job Description

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**Classroom Quality Specialist
Community Colleges of Spokane**

Location:HS Gonzaga Family Haven Spokane

Department:District HS Gonzaga Family Haven

Salary Range: \$65,497 - \$74,041

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Starting salary for this position is: \$65,497 (Annually)

The salary range represents the earning potential for this position, through training, evaluations and years spent working in this position with Spokane Colleges.

About Us

Spokane Colleges Head Start/ECEAP/Early Head Start provides care and support for more than 1,600 children and their families. We offer safe and secure learning environments for children to grow and develop their skills to succeed in elementary school and beyond.

We are dedicated to working with low-income families. and involve parents and families in developing the goals of each Head Start center including centers on the Spokane Falls Community College and Spokane Community College campuses. We also serve the children of eligible students while they attend college.

Applications will be accepted until 4:00 p.m. PST on 05/01/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Classroom Quality Specialist

JOB SUMMARY

Under the guidance of the Center Manager, the classroom quality specialist is responsible for coaching and training their site's education team and assisting with classroom operations. This position coaches and trains education staff to deliver high quality early education services.

This position also works as part of a team of classroom coaches to ensure quality coaching supports are provided across sites. This position assists the Center Manager to ensure compliance with applicable laws, regulations, policies, procedures, rules, and directives.

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CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Coach and train site education staff to deliver high quality education services, including developmental and behavioral screening, child assessment, child outcomes, school-readiness, and curriculum planning and implementation. *
- Implement and document coaching following the approved program approach and expectations. *
- Provide site orientation and training for new staff members. *
- Collaborate with the program's education specialist to ensure education and coaching services are delivered in accordance with best practices and program-wide expectations. *
- Attend specialist/coach meetings and trainings as scheduled or provided by the program. *
- Monitor and report on education and related data at their assigned site. *
- Perform all job duties in accordance with federal and state laws and regulations, Spokane Colleges' Administrative Procedures, and Spokane Colleges' HS/EHS Policies and Procedures. *
- May assist with managing the day-to-day operations of site classrooms, including staff support and education service delivery. *
- Oversee site operations when the center manager is absent. *
- May work collaboratively with other classroom quality specialists to support coaching meetings and training for staff. *
- Establish and maintain positive relationships with parents, staff, and community partners. *
- Attend meetings, trainings, and community events as related to position duties. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *
- May act as a resource to community agencies and organizations to provide expertise and training/technical assistance in the provision of children services and best practices.
- May collaborate with Head Start Component Specialists as needed.

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns

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- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree in early childhood education, child development, or related field from an accredited institution.
- Three years of experience teaching in infant, toddler, or preschool classrooms.
- Ability to coach, train and supervise early learning professionals.
- Understanding of Creative Curriculum, Teaching Strategies Gold Assessment System, and Conscious Discipline.
- Ability to set priorities and meet deadlines.
- Ability to work within budgets and planned expenditures.
- Ability to lead others effectively using sound management and supervisory tools.
- Ability to communicate effectively orally and in writing, to individuals and groups.

DESIRED QUALIFICATIONS

- Master's degree or higher in early childhood education, child development, or related degree from an accredited institution.
- Three or more years of experience providing program supervision and/or early learning coaching.
- Previous experience working with Head Start, Early Head Start or similar publicly funded early learning program.
- Previous experience working with low-income families.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise,

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and at times, outdoors in uncontrolled elements.

- Work is active.
- Work requires classroom activities and working with children that may require to move up to 25 lbs. frequently and up to 50 lbs. occasionally.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Contract position.
- This position is overtime eligible.
- Post-offer medical exam which includes tuberculin screening and submission of documentation indicating Measles, Mumps & Rubella (MMR) vaccination or immunity.
- Pre-employment, post-offer criminal history/child abuse information check including Washington State Department of Children, Youth and Families Portable Background Check prior to employment.
- First aid/CPR certification (or ability to obtain when training offered by Spokane Colleges).
- Valid Food Workers Card (as available through Washington State Department of Health).
- May require local or regional travel.
- Criminal background check is required.
- Documentation of educational/professional credentials.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

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This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or

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grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/classroom-quality-specialist-spokane-washington-united-states>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Community Colleges of Spokane

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