

***Young Women's Christian Association  
Greater Pittsburgh***

**JOB DESCRIPTION**

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**JOB TITLE:** Keystone STARS Specialist

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**Reports to:** Keystone STARS Manager

**FLSA Classification/Job Grade:** Exempt      **Grade:** 7

**Typical Hiring Salary Range:** \$31,050 – \$40,520/yr

**Department:** Child Care Partnerships/Southwest Regional Key

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**JOB SUMMARY:**

Manages a caseload of child care providers participating in the Keystone STARS process in assigned counties. Provides information on professional development, technical assistance and related supportive services, and administers grant awards. Serves as a resource for groups interested in the Keystone STARS program and the advancement of quality of early learning.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree with three years experience and at least one (1) year of supervisory/management relevant experience or Master's Degree with at least one (1) year supervisory experience and one (1) year relevant experience. A degree in Early Childhood Education, Child Development or related field is preferred.

**KNOWLEDGE AND SKILLS:**

Excellent oral and written communication, interpersonal presentation and organizational skills as well as a valid Pennsylvania driver's license are a must. Working knowledge of Pennsylvania's early learning systems, including child care, and operation of child care facilities as well as available resources to support programs. Strong understanding of the development of quality early learning services needed. Requires the ability to effectively interact with a diverse population.

**ESSENTIAL RESPONSIBILITIES:**

- Promotes participation in the Keystone STARS program.
- Accurately reviews requests for Keystone STARS designation and coordinates services to effectively evaluate needs.
- Assists in the development of quality improvement plans based on the Keystone STARS Performance Standards to help ensure continuous quality improvement of child care facilities.
- Develops and maintains a working relationship with child care facilities and practitioners throughout the improvement efforts by conducting onsite visits and providing guidance and support.
- Works with all Keystone STARS partners including Office of Child Development and Educational Learning's Bureau of Certification to ensure successfully advancement through the STARS levels.
- Accurately reviews, awards, and monitors Keystone STARS grants and provides assistance as needed.
- Works with the Early Learning Quality Specialist to ensure timely STARS designations.
- Provides information on resources to support continuous quality improvement of child care facilities.
- Coordinates additional, required services of other organizations involved in the Keystone STARS program.

- Position requires frequent travel within Pennsylvania.
- Maintains accurate records and prepares such reports as may be required by management.
- Maintains high levels of consumer satisfaction.
- Must maintain a high level of confidentiality when working with sensitive and personal client, vendor, employee and contract information.
- Will work in conjunction with co-workers and management to achieve Affirmative Action goals.
- Displays consistent professionalism and courtesy when interacting with internal and external customers.
- Promotes and supports the mission, values and goals of the YWCA maintaining high performance standards.
- Participates in YWCA and the Office of Child Development and Educational Learning professional development opportunities successfully implementing new skills, knowledge and procedures.
- Performs other such duties as may be assigned by the Director within the scope of the Regional Key and Child Care Partnerships.

**EFFECTIVE DATE:** 4/1/09

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Signature

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Date