



Virginia Quality Birth to Five (VQB5) Specialist

DATE:	September 2025	FLSA:	EXEMPT
REPORTS TO:	Early Childhood Program Success Manager	FTE:	Part Time
DEPARTMENT:	Early Childhood Systems	SALARY TIER:	\$22-25/hr (Hiring Range)
		BENEFITS:	Paid Sick Leave Simple IRA (3% company match) Group Life Insurance

JOB SUMMARY

The FirstSpark VQB5 Specialist will implement all aspects of VQB5, the state unified measurement and quality improvement system. A Specialist supports both public and private early childcare and education (ECCE) programs on the Greater VA Peninsula and Northern Neck for Ready Region Chesapeake Bay (RRCB)*. The Specialist is the liaison for ECCE program staff at all levels (owners, directors, teachers, assistants, and support staff), providing general and individualized feedback and support, conducting CLASS observations, and introductory trainings. The Specialist also works with the team to monitor all VQB5 quality assurance activities for compliance and specific data needed by VDOE. The Specialist may also schedule observations, maintain observation records, and prepare contracts.

*FirstSpark is the lead organization for RRCB, one of nine regions in the statewide systems coordination network. Ready Regions have been charged with helping Virginia identify the current needs and opportunities for improving enrollment for families across the state. RRCB communities are committed to increasing access to expand equitable early childhood opportunities through the exploration and implementation of coordinated enrollment strategies.

ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

1. Coordinate with supervisor and other specialists to implement and promote all quality improvement supports to educators and site leaders participating in VQB5.
2. Serve as liaison with all types of early learning programs – their staff and leaders, building trust with a partnership mindset toward quality improvement efforts.
3. Provide CLASS observations and feedback sessions in assigned classrooms and settings.
4. Refer VQB5 sites to technical assistance partners in the region and follow up on results.
5. Recruit, support, and monitor CLASS observers for quality assurance compliance.
6. Schedule and maintain CLASS observation records.
7. Manage administrative tasks including required data compliance, contracts, and VQB5 records.
8. Participate in VECF/VDOE state or regional meetings and technical assistance to build regional capacity for measurement and improvement deliverables.
9. Participate in FirstSpark/RRCB team and staff meetings.
10. Other related job duties, responsibilities and activities may be needed to help drive our vision, fulfill our mission, and abide by our organization's values.

TRAVEL: Must be able to provide own transportation in Ready Regions Chesapeake Bay area to early childhood facilities and across the state for meetings and training. Provide current auto insurance and valid driver's license with annual reporting of no

infractions. Mileage reimbursement at the IRS-approved rate submitted monthly. Supervisor approval is required prior to attending out-of-state training or conferences.

QUALIFICATION AND COMPETENCIES

1. Bachelor's degree preferred from an accredited institution in early childhood education, a child-related or human services field **OR** education and experience commensurate with above preference.
2. Extensive knowledge VA Early Care and Education standards, CLASS certified, and CLASS Affiliate trainer status preferred.
3. Strong coaching, group facilitation and adult instruction skills.
4. Great interpersonal skills using a highly collaborative approach.
5. Conceptualizes and implements service coordination activities.
6. Communicates well orally and in writing.
7. Meets all deadlines and manages time well.
8. Exhibits cultural sensitivity and has experience working with people from diverse backgrounds.
9. Ability to effectively use technology tools especially for project management, data management and communication.
10. Completion of required background checks and criminal history.

ESTIMATED ON-THE-JOB TRAINING TIME: Up to 6 months. A work plan will be co-developed for each stage of success. A professional development plan will be developed for the 3 and 6-month periods.

WORK ENVIRONMENT: Specialist may work at the FirstSpark office, remotely from home, or on-site at early childhood facilities and community spaces.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform their essential responsibilities.

EEO STATEMENT: FirstSpark provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

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

Supervisor

Date

Employee

Date