

# FOCUS Verifier/Consultant

**Information:** Region IX Education Cooperative, on behalf of New Mexico Children, Youth and Families Department seeks to contract with individuals or organizations to provide professional services relating to verification and coaching as outlined below. This is a part-time contract position.

## **Requirements:**

1. Bachelor's Degree in Early Care and Education or related degree is preferred or a combination of education and experience.
2. Bilingual in Spanish preferred
3. Able to travel throughout the state
4. Provide professional liability insurance prior to contract execution
5. Provide valid background check (issued within last six months) prior to contract execution
6. Provide equipment and supplies in order to complete scope of work
7. Registered with New Mexico Taxation and Revenue prior to contract execution
8. Extra consideration to contractors with (clearly document experience in resume)
  - a. At least three documented years' experience working with infants, toddlers or preschool children
  - b. Documented two years' experience of successfully providing technical assistance, training, coaching or consultation support
  - c. Documented three years' experience in the field of family engagement, mental health, culturally relevant practices, curriculum, assessment and working with early care and learning programs

## **Scope of Work:**

At the direction of CYFD, Office of Child Development, Contractor will:

1. Travel independently to Child Care programs, Head Start and Registered Child Care Homes to collect data using CYFD FOCUS Criteria/FOCUS Verification Tool.
2. Maintain an online profile and calendar that is used for review invitation purposes. However, the number of verifications received varies based on a number of different factors.
3. On-site activities must be completed during the on-site verification review process. Activities may vary based on the area of performance being monitored, but tasks may include:
  - A. Conducting classroom observations
  - B. Reviewing documents
  - C. Interviewing staff
4. Verifier will may review the following:
  - A. Foundations of Quality
    - i. Full Participation of Each Child
    - ii. Health Promotion and Developmental Screenings
    - iii. Professional Qualifications
    - iv. Ratios and Group Size
    - v. Health and Safety
    - vi. Child – Respectful Relationships and Responsive Caregiving
    - vii. Environments
    - viii. Social-Emotional Support
    - ix. Inclusion/Individualized Teaching
    - x. Introduction to Early Learning Guidelines
    - xi. Orientation to FOCUS-R
  - B. Quality Practices that Support Children's Growth Development and Learning
    - i. Intentional Teaching: Authentic Observation Documentation and Curriculum Planning Process
    - ii. Intentional Leadership: Continuous Quality Improvement

5. Provide onsite FOCUS-R coaching to C+ to A Rated Registered Child Care Homes
  - A. Provide onsite coaching and consultation to C+ to A Rated Registered Child Care Homes on the Essential Elements of Quality for Registered Homes
  - B. Provide practice-based coaching and consultation to teaching staff
  - C. Provide practice-based coaching and consultation to directors and coordinators
  - D. Provide enhanced support for high needs programs
  - E. Provide program consultation support, training and technical assistance to the NM FOCUS-R Programs in New Mexico by conducting consultant visits, statewide training sessions based on the FOCUS Consultation-coaching guidelines
  - F. Provide enhanced/additional training for registered homes identified to receive Differentiated Consultation and Support services with priority given to programs located within the Early Childhood Investment Zones.
  
6. Provide Verification for FOCUS programs achieving a STAR Level. Onsite verification utilizing approved FOCUS Verification tools
  - A. Observation: Observe classroom activities, strategies, environment utilizing the Agency approved observation tool.
  - B. Interview: Interview directors, administrators, coordinators, educators, parents and community partners utilizing the Agency approved interviewing protocol.
  - C. Review: Review lesson plans, child portfolios CQI goal setting records, family participation, etc. utilizing the Agency approved record review protocol.
  
7. Complete the FOCUS Verification Tool and provide all information regarding their visit to the CYFD FOCUS Manager who will communicate with programs and with CYFD Licensing to determine STAR Level and/or follow-up support from Consultant

**Contract Terms:**

Start Date: Upon contract execution

End Date: June 30, 2019 – may be renewed based on availability of funds

Hourly Rate: \$33.00 - \$45.00 based on experience and education, for direct services

Hourly Rate: \$25.00 for travel and administrative time

Hours per month: approximately 100, hours may vary each month

Mileage Reimbursement at current rate of .43 per mile

Lodging and Meal reimbursed at actual expenses for overnight travel

Gross Receipt Tax at Contractor's Rate

Persons interested in submitting a resume, click [RFP19014 VERIFIER/CONSULTANT - PROPOSAL SUBMISSION](#)

Questions can be sent to [kim.king@regionix.org](mailto:kim.king@regionix.org)