



## **Data Collector/School Readiness Consulting – OSSE ERS**

*Founded in 2003, ADC Management Solutions is one of the fastest growing companies in America. We are always seeking skilled, diverse and energetic candidates to fill challenging and rewarding roles with our government and commercial clients. ADC Management Solutions is looking for an ERS Data Collector that will be supporting School Readiness Consulting (SRC).*

*School Readiness Consulting (SRC) is seeking Data Collectors to assist in a project to conduct classroom observations in early childhood settings throughout the District of Columbia from October 2019 – February 2020. Data collectors must be trained or willing to be trained on the Infant/Toddler Environment Rating Scale-R (ITERS-R) or Family Child Care Environment Rating Scale-R (FCCERS-R). **We are especially interested in recruiting fluent Spanish and Amharic speakers.***

### **Duties and Responsibilities:**

- Be available at least three days a week to conduct observations that take place between 8:00 am – 1:00 pm. The 2019-20 data collection is scheduled to take place from the end of October through February, however the exact start and end dates may vary
- Complete post-observation work due within 24 hours from the end of an observation, which includes noting observation status in observation log, and entering scores and other pertinent information into an online database
- Must be available for all-day mandatory training on Thursday, September 19, Friday, September 20 and Thursday, September 26. A training stipend is offered for data collectors who complete the training and the certification process
- Complete and pass tool certification. Certification visits are generally three visits at the start of the observation cycle and an additional visit later in the cycle. Certification visits last approximately 7 hours. A stipend will be paid for the certification process. Only data collectors who have completed the training and achieved certification will be assigned observation visits
- Participate in ongoing activities designed to maintain tool reliability that may include individual time with project leadership, additional training on assessment tools, and additional field reliability testing
- Attend monthly meetings that will occur every first Monday throughout the duration of the project from 1 pm to 2:30 pm in the Downtown Silver Spring area
- Follow all project protocols and pass fidelity checks that are conducted throughout the project.
- Return completed hardcopy observation notes to the Downtown Silver Spring office, or other designated locations on a weekly basis

### **Qualifications:**

- B.A. degree. Some coursework in early childhood education and classroom experience is preferred.
- Must demonstrate punctuality, attention to detail, organization skills, a commitment to teamwork,



flexibility, and excellent communication skills (including legible handwriting).

- Must be able to work effectively with diverse populations.
- Must pass a federal background clearance and provide proof of a negative TB test.
- In some instances, mandated reporter and/or Human Subjects training may be required.
- Reliable transportation is required. All DC sites and the Silver Spring office are accessible by Metrorail and/or Metrobus. We do not compensate for transportation or parking costs.
- Must have use of a computer with internet access.

**Preferred Qualifications:**

- Experience working in an early childhood school, program or family child care setting as a teacher, aide, administrator or observer
- Experience in quantitative or qualitative data collection
- Experience conducting classroom observations or administering assessments in program or school settings
- Proficiency in Spanish or Amharic

**Compensation:**

- Observations will be compensated at a per classroom rate of \$185. This rate includes travel time and expenses, a reminder call to the school the night before, completion of daily log, online scoring, and weekly submission of hard copies
- Monthly meetings will be reimbursed on a per hour basis
- Stipends will be offered for the certification process and training upon completion of certification
- We do not offer benefits, leave compensation, or state/federal withholding on income

**To Apply:**

Please submit a resume and cover letter describing relevant experience to [blaire.burney@adc-ms.com](mailto:blaire.burney@adc-ms.com)