

January 19, 2010

Dear Colleague,

We are currently recruiting Master Observers to complete observations in family child care homes through the Partners in Family Child Care literacy program. We are particularly looking for people who speak/understand Spanish and who have experience in family child care settings. If you or anyone you know is interested in being trained to be a Master Observer, please contact us. We have an immediate need for observers in family child care homes using the Family Child Care Environment Rating Scale (FCCERS) and Child/Home Early Language and Literacy Observation (CHELLO).

Qualifications include:

1. Ten years of experience in early care and education (including some experience in family child care settings)
2. Professional and interpersonal skills including, but not limited to:
  - Maintain confidentiality throughout process
  - Excellent communication skills
  - Objectivity; ability to observe and report in a non-biased way
  - Experience with program observation
  - Thorough, accurate, punctual
  - Follow through with timely submission of reports
  - Willingness to learn and incorporate new information
  - Participate in approximately 30 hours of training in the first year and additional training in subsequent years
  - Consistency in following prescribed observation, protocol and scoring procedures
  - Ability to complete approximately 12-15 observations annually
  - Ability to complete observations this year *and* in future years (practical consideration for training time and investment of resources)
  - Flexibility of availability for observation scheduling

Contact Shira Peterson at 295-1000 x233 or [speterson@childrensinstitute.net](mailto:speterson@childrensinstitute.net) for more information.

Sincerely,

Shira Peterson  
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Director, Partners in Family Child Care program  
Children's Institute