# MELISSA GRITZ

## EDUCATION

March 2012 Portland State University Portland, OR
*Graduate Certificate in Infant/Toddler Mental Health*

July 2010 Washington State University Pullman, WA
*Bachelor of Arts in Human Development, Minor in Psychology*

December 2006 Portland Community College Portland, OR
*Associate of General Studies*

November 2003 CDA Council Washington, DC
*Child Development Associate Credential*

## PUBLISHED

Quoted in *Portland Tribune* and *The Portland Business Journal* in articles relating to child development.

Published in *The Source* childcare resource and referral newsletter in featured child development articles and quarterly in a child care Q&A column from 2004 to 2006.

## RESEARCH

Child Care Improvement Project Program Manager

- Annual research findings using the Family Child Care Rating Scales observation tool regarding the impact of quality improvement grants, site visits, business supports, training and education in a network setting.

Oregon Programs of Quality Prep Network Program Manager

- Research findings over one year using the Child Care Business Administration Scales to illustrate the impact of Business grants, work plans, mentoring, site visits, education and networking.

Child Care Community Fund Program Coordinator

- Annual research findings over 4 years using the QUEST tool to determine the impact of training, education, mentoring, networking, site visits, parent subsidies, program grants and work plans on quality of care among child care center staff and family child care providers.

**RELATED WORK EXPERIENCE**

2013-2014 Teaching Research, CEL, WOU Monmouth, OR

*CCCCR&R Project Coordinator*

- Coordinates the Central Coordination of Child Care Resource and Referral of Oregon. As part of a collaborative team, delivers training and technical assistance to the staff at Oregon's 13 local child care resource and referral agencies. Works to bridge and facilitate connections across projects and agencies in order to ensure shared information and visioning. Provides individualized technical assistance to local CCR&R Directors and staff. Facilitates monthly meetings among CCR&R directors and partners. Coordinates and facilitates training for new CCR&R Directors. Facilitates annual CCR&R staff conference and annual CCR&R Directors conference.

2012-2013 Teaching Research, COI, WOU Monmouth, OR

*Early Childhood Project Specialist*

- Participated as a member of a collaborative team working on federal, state and local projects focused closely on the statewide Quality Rating Improvement System (QRIS). Assisted in the development of quality standards and evaluation/documentation processes for child-care programs and in the development/refinement of training and professional development materials. Provides individualized technical assistance to project participants across a variety of projects. Conducts program/classroom observations. Delivered presentations/workshops at local, state, and national conferences; and assists in program management activities.

2006-2012 Neighborhood House Portland, OR

*Program Manager: Child Care Improvement Project and Oregon Programs of Quality Prep Network (2011-12) Program Coordinator: Child Care Community Fund (2007-11) Program Coordinator: Early Education Care and Family Services (2006-07)*

- Was responsible for management of five staff members, program development, enrollment and marketing, day-to-day program operations, compiling monthly, quarterly and annual reports and managing a $350,000/ year budget. Created and conducted personalized monthly workshops with members of up to three child care networks and monthly site visits for up to 34 in-home and center based child-care providers. Mentored and provided additional training and support as appropriate, administered child-care subsidies (families) and child-care grants (child care providers). Administered the Family Day Care Rating Scales, Infant/ Toddler Environment Rating Scales and Early Childhood Environment Rating Scales. Both developed and maintained strong relationships with community partners.

2006-Current Private Contractor Portland, OR

*Childhood Care and Education Trainer and CDA Advisor*

- Certified Oregon Registry Master Trainer developing and implementing workshops in response to individual, group and community needs. Standardized trainer for: Recognizing and Reporting Child Abuse and Neglect, Building Blocks of Social and Emotional Development, Creating a Climate for Growth, Family Child Care Overview, Eco-Healthy Child Care, My Program My Quality and Opening Doors to Inclusive Child Care. On the Council for Professional Recognition's CDA Advisor Registry. Trained in the Promoting First Relationships model of educating and supporting caregivers.

2010 Oregon Child Care Division Salem, OR

*Intern for Oregon Programs of Quality*

- Created a crosswalk articulating the Oregon Programs of Quality (OPQ) standards with the Family Child Care Rating Scales, Head Start Early Learning Standards and the Classroom Assessment Scoring System. Gained Community input and buy-in on policy development. Worked to align policies with Head Start standards. Attended the Oregon Governor's steering committee on early learning matters. Sought out disconnects between the realities of the OPQ project and concerns perceived by decision makers. Much of my additional work on this project involved networking, mediation and research.

2004-2007 CCR&R of Multnomah County Portland, OR

*Lead Child Care Resource and Referral Consultant (2004-06) Interim Director (2004-05) Child hood Care and Education Mentor (2005-07)*

- Responsible for coordinating the Teen Parent, Community Health Nurse and Mentoring programs. Consultant for families, child care providers and the Community regarding quality child care. Developed and maintained strong relationships with community partners. Provided ongoing training and support to co-workers on the use of NACCRRA-ware (child care referral software) and general CCR&R duties. Taught Family Child Care Overview and other workshops for local child care providers. Created multiple documents including the Quality Child Care Checklist, Red Flags insert, newsletter articles, special mailings and much of the program's paper infrastructure. Responsible for quality assurance accreditation application through NACCRRA (National Association of Child Care Resource and Referral Agencies).

1997-2002, 2006 Multiple Programs Portland Metro Area, OR

*Childhood Care and Education Program Manager*

- Developed, implemented and facilitated childhood care and education programs and their curriculum including my own private preschool program. Conducted staff hiring, training, management and acted as both a CDA advisor and mentor to staff. Completed annual licensing and immunization reviews. Created and implemented budgets, completed payroll and kept accurate records. Utilized creative marketing strategies to maintain and increase enrollment.

1990-96, 2000-01 Multiple Programs Portland, OR

*Head Teacher*

- Maintained National Association for the Education of Young Children (NAEYC) standards. Created an innovative parent education center that went on to be used in child care programs nationally. Developed and implemented developmentally appropriate curriculum. Regularly observed and assessed children and held regular parent conferences.

## ACTIVITIES

Board of Child Care Resource and Referral of Multnomah County 2011-2012; Multnomah County Commission on Children, Families and Community's Childhood Care and Education Committee 2007-2012; Oregon Registry review team 2007-2008; Multnomah County Commission on Children, Families and Community's Health and Wellness Committee 2004-2007; Chair of First Book Columbia Willamette 2003-2005; Active NAEYC and OAEYC member since 1998