



## Training & Technical Assistance Lead Coordinator Child Care Resource and Referral

CCR&R/07

### JOB SUMMARY

The position is responsible for utilizing a community-based, individualized approach that incorporates best practice strategies to provide substantial training, technical assistance (coaching, modeling and mentoring) and resources to licensed and registered child care facilities throughout a designated sub region in South Georgia. The position is additionally responsible for providing focused online portfolio support to improve quality and meet requirements in achieving a quality level within the Georgia Quality Rating and Improvement System (QRIS).

### MAJOR DUTIES

- Provides phone and email technical assistance for online portfolio support towards meeting requirements within the five standards of Quality Rated for an established number of child care facilities receiving onsite technical assistance from other designated T/TA CCR&R staff.
- Applies and receives state trainer approval through the Georgia Training Approval system within the first three months of employment.
- Provides technical assistance through coaching, modeling and mentoring.
- Provides on- site quality improvement technical assistance to Child Care Centers, Family Child Care Homes, and School age programs who meet or exceed basic licensing/regulatory standards and participating in Quality Rated.
- Conducts on-and off site Quality Rated trainings.
- Coordinates professional development and record keeping for the CCR&R Training Administrator.
- Acquires online training and maintains proficiency in revised Infant/Toddler Environmental Rating Scale (ITERS-R), Early Childhood Environmental Rating Scale (ECERS-3), the School Age Care Environmental Rating Scale (SACERS), and the revised Family Day Care Environmental Rating Scale (FCCERS-R).
- Conducts an initial assessment of the family, child care, center or school age facility to determine readiness to improve quality using the ITERS-R, ECERS-3, FCCERS-R and SACERS assessment tools to develop quality plans of improvement (POIs).
- Maintains child care program files using CCR&R forms and internal standards for documentation.
- Completes and submits required paperwork including monthly reports, track technical assistance, and maintain data on CCR&R TA Caseload logs and reporting forms.
- Generates monthly reports that provides data on outcomes, identifies barriers and possible solutions.
- Provides mini-grants to eligible child care programs for Quality Rated participants.
- Participates in staff development, continuing education and professional development opportunities.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in organization and project management.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with community and state agencies on behalf of families and child care providers.
- Skill in oral and written communication.
- Knowledge of theories, concepts and practices

## **SUPERVISORY CONTROLS**

The Operations Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include college and division policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of duties related to maintaining a home office. Providing field technical assistance and performing office assignments contribute to the complexity of the position.
- The purpose of this position is to provide training and technical assistance to child care programs as participants in Quality Rated. Successful performance helps ensure efficiency of those operations.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, representatives of federal and state agencies, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically divided between office time and work in the field for onsite technical assistance.
- Work hours and location may be flexible which include evening, holiday or weekend (work beyond regular hours).
- Extensive travel required (position is a home office position and can include anywhere within Region 4, 52 county service area and requires weekly daytime travel and occasional overnight travel for meetings).

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a Bachelor's degree in early childhood education or related field (family social science); Master's preferred.
- Experience sufficient to a minimum of one to three years of related experience in an early learning setting.