



## Training & Technical Assistance Coordinator Childcare Resource & Referral

CCR&R/08

### 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 ensures the approach and support lead toward quality improvement to meet requirements in achieving a quality level within the Georgia Quality Rating and Improvement System (QRIS).

### MAJOR DUTIES

- 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.
- Proficiency in all four assessment tools.
- 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.