

## JOB DESCRIPTION

**JOB TITLE:** Pre-K Technical Assistance Specialist

**DIVISION:** CCR&R

**DEPARTMENT:** Technical Assistance

**DIRECT SUPERVISOR:** Local Services TA Manager

**OFFICE LOCATION:** Durham

**SERVICE AREA:** Durham

**CLASSIFICATION:** Exempt

**HOURS PER WEEK:** 40

**JOB SUMMARY:** The technical assistance (TA) specialist provides training, technical assistance and support to early child and education programs as part of Durham PreK and works in collaboration with licensing consultants and other community agency staff working with child care centers serving preschool children to improve the quality and availability of Durham PreK classrooms.

### **DUTIES AND RESPONSIBILITIES:**

- Works with TA manager and Lead TA specialist to recruit child care centers for the Durham PreK project in order to build capacity of centers to operate at Durham PreK standards
- Helps child care programs and providers determine needs, develop objectives, identify funding, provide resources, implement strategies, and monitor progress made toward meeting the highest quality standards as designated by Durham PreK
- Demonstrates ability to support the social and emotional development of children
- Models developmentally appropriate activities and positive behavior management techniques during daily visits with children and early childhood staff in regulated child care center classrooms
- Prepares, designs and implements a multi-phase plan for delivery of research-driven professional development for directors and teachers with varying educational levels in the early childhood education field
- Facilitates professional development related to CLASS™, MMCI, PAS, leadership, and other topic areas as needed
- Works collaboratively with other technical assistance specialists and all other individuals providing technical assistance and training to child care center serving preschool children
- Works collaboratively with licensing consultants, abuse and neglect consultants, early intervention specialists, community college educators, child care health consultants, and health inspectors working with local child care providers
- Works cooperatively and effectively as a team member by communicating and contributing information of a continuous basis
- Determines needs and disseminate approved grant-funded materials to child care programs
- Collects data on the availability and quality of child care within the local area as specified by the TA manager
- Attend all trainings and meetings required of technical assistance staff
- Prepare and submit all required reports
- Works collaboratively with other technical assistance staff to produce articles on child care issues that can be used in various newsletters
- Meets all technical assistance outcomes for funded project
- Treat all information on CCSA clients, employees or Board Members in a confidential manner
- Participates in local, state and agency sponsored events or meetings
- Represents agency at local, state or national conferences
- Perform other tasks as assigned by agency leadership

**SPECIAL SKILLS:**

- Effective oral and written communication skills with internal and external clients
- Computer experience; knowledge of or demonstrated ability to learn File Maker Pro, Excel, and Word
- Attention to detail with ability to handle large volume of administrative work
- Ability to independently manage a large caseload of technical assistance and trainings throughout the region
- Ability to prioritize work and travel schedules to balance administrative duties, technical assistance and trainings
- Ability to work well with a diverse client population
- Professional appearance and demeanor

**CERTIFICATIONS:**

- North Carolina B-K teaching license/certification; preferred or ability to acquire license within 9 months
- Early Educator Certification, eligible for a minimum Level 11
- North Carolina Technical Assistance/Professional Development Endorsement
- CLASS™ certifications preferred

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in Early Childhood Education or related field and three years experience in direct service and management working with children ages birth - five, their families or programs that serve them OR Master's degree in Early Childhood Education or related field and two years experience in direct service and management working with children birth - five, their families or programs that serve them.

**SPECIAL WORKING REQUIREMENTS:**

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities
- Extensive travel throughout the region and some state-wide travel
- No substantiation or criminal conviction of child abuse or neglect
- Requires the need for flexible schedules, including occasional evening and weekend work
- May work in shared space

**SALARY RANGE: \$34,350 to \$51,525**

Submit cover letter and resume to [hr@childcareservices.org](mailto:hr@childcareservices.org)

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