

## **JOB DESCRIPTION**

**JOB TITLE:** Accreditation/Technical Assistance Specialist

**OFFICE LOCATION:** Durham or Wake

**DIVISION:** CCR&R

**DEPARTMENT:** Technical Assistance

**SERVICE AREA:** Durham and Wake

**DIRECT SUPERVISOR:** Local Services TA Manager

**CLASSIFICATION:** Exempt  
**HOURS PER WEEK:** 30- 40

**JOB SUMMARY:** The Technical Assistance Specialist provides training, technical assistance and support to early child and education programs and works in collaboration with licensing consultants and other community agency staff working with providers serving young children to improve the quality and availability of child care.

### **DUTIES AND RESPONSIBILITIES:**

- Works collaboratively with the technical assistance specialists and all other individuals providing technical assistance and training to child care providers serving young 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
- 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
- Demonstrates ability to support the social and emotional development of children
- Models developmentally appropriate activities and positive interactions during daily visits with children and early childhood staff in regulated child care center classrooms
- Works cooperatively and effectively as a team member by communicating and contributing information of a continuous basis
- Help child care programs and providers determine needs, develop objectives, identify funding, provide resources, implement strategies, and monitor progress made toward meeting accreditation goals
- Develop and facilitate trainings on accreditation, informational sessions, or support groups pertinent to client needs
- Collects data on the availability and quality of child care within the local area as specified by the Technical Assistance Manager
- Determines needs and disseminate approved grant-funded materials to child care programs
- Prepares, designs and implements a multi-phase plan for delivery of research-driven professional development for personnel with varying educational levels in the early childhood education field
  
- Meets all technical assistance outcomes for funded projects
- Demonstrates leadership abilities by serving as a mentor to technical assistance associates and assisting with the coordination of information between the regional specialist and technical assistance staff
- Attend all trainings and meetings required of technical assistance staff
- Prepare and submit all required reports
- 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

**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

**TYPICAL HIRING RANGE: \$34,350 - \$39,502**

**Please note that both salary ranges reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.**

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

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