

## JOB DESCRIPTION

**JOB TITLE:** Manager II, Technical Assistance Instructional Support

**OFFICE LOCATION:** Home

**DIVISION:** Child Care Resource & Referral

**SERVICE AREA:** Region 12

**DEPARTMENT:** Technical Assistance

**CLASSIFICATION:** Exempt

**DIRECT SUPERVISOR:** Director of Technical Assistance

**HOURS PER WEEK:** 40

**JOB SUMMARY:** Coordinate and develop activities for intensive early education quality improvement using a pedagogical approach for local services; manage CLASS® professional development activities in Durham, Orange, and Wake Counties. (The CLASS® activities support instruction in early childhood classrooms.) Supervise technical assistance and regional specialists. Serve as a liaison to other organizations around pedagogical practices.

### DUTIES AND RESPONSIBILITIES:

- Create meaningful and relevant learning experiences for TA specialists using a mentor to coach learning model that values working relationships, builds on existing strengths and strives to meet individual coaching goals
- Assist director with developing enhanced TA services, planning and writing grant proposals, and advancing pedagogical approaches
- Assist director with reporting and data collection
- Oversee and coordinate a comprehensive training program for TA specialists related to effective coaching
- Work with the director to develop, facilitate and implement policies, procedures and expectations related to instructional support projects. May take the shape of creating manuals, professional development and leading departmental discussions
- Develop, coordinate, implement and oversee all project activities including project materials, learning experiences and time-lines for CLASS® activities
- Lead and participate in all live and on-line mentor-coach meetings, video feedback sessions, and on-site visits
- Provide TA specialists with a variety of resources, relevant learning experiences and on-line networking opportunities
- Facilitate and support use of professional development and data collection system for TA specialists and teachers
- Work with the Director and other local TA managers to develop and implement TA orientation
- Serve as a mentor and support resource to the TA staff on CLASS® and instructional support activities
- Work collaboratively with the Local TA managers to coordinate TA specialists' CLASS® observations and certification/renewal
- Coordinate and help facilitate CLASS® trainings, observations, contracted services related to CLASS®, and CLASS® support groups
- Work with the research team to aggregate, analyze and report on data related to all assigned projects
- Work with the leadership team to complete all quarterly and year end reports
- Write grant proposals as needed to sustain the project

- Serve as department representative in agency sponsored events (to include ASK Conference and events such as those to support Week of the Young Child)
- Supervise TA specialists supporting their work related to various projects
- Represent CCSA and the TA department on state, regional or other committees as assigned
- Deliver presentations at state or national conference events highlighting the importance of effective coaching practices in early care and education
- Perform other tasks as assigned by agency leadership
- Treat information on CCSA clients, agency partners, employees or board members in a confidential manner
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#### **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
- Strong attention to detail and demonstrated ability to use good judgment
- Excellent organizational and planning skills
- Ability to work professionally in a team environment as well as independently
- Self-motivated, works well under pressure and actively seeks advisement when necessary

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- A Master's degree in Early Childhood, Child Development or related field, preferably with coursework in adult education, or equivalent education or experience
- At least two years of experience as an early care and education practitioner or administrator with supervisory experience and a demonstrated ability to establish a cohesive team is required
- Direct experience as a coach, technical assistance specialist, adult educator or professional development instructor in the early care and education field is preferred
- Must have Early Educator Certification – Level 12, with TA and PD endorsements, or be eligible to acquire within three months of employment
- A strong understanding of the CLASS™ framework and experience as a CLASS™ classroom observer is required; affiliate trainer status is preferred
- Currently certified, or eligible to acquire certification, as an observer for Infant, Toddler and Pre-K CLASS™ measures
- A strong understanding of NC state licensing requirements, standards of practice, professional development opportunities and resources in early care and education settings
- Familiarity, knowledge and experience with Program Administration Scale (PAS) Environment Rating Scales (ERS), NAEYC standards and state approved curriculum preferred
- A strong understanding of research-based adult learning and developmentally appropriate practices for young children is required for success

#### **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
- Statewide travel is required

- No substantiations or criminal conviction of child abuse or neglect
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities
- May require need for flexible schedules, including occasional evening and weekend work

**Salary Range \$44, 000 - \$66,000**

**Please Submit resumes to [Hr@childcareservices.org](mailto:Hr@childcareservices.org)**

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