



Purpose: The Technical Assistance Specialist will support the organization's mission and vision by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, trustworthiness, accountability and commitment to the community. The TA Specialist will provide professional leadership through consultation with child care facilities across the three-county region to support high quality learning opportunities for young children.

Responsibilities: The TA Specialist will have the following essential duties and responsibilities:

Building Relationships:

Develop trust with local child care providers, and support their efforts to provide a high level of quality care for young children through consultation, coaching and technical assistance. Participate in presentations to local groups to communicate the importance of early learning, and to build public support for early childhood initiatives. Represent BRPFC at community collaborative events and meetings.

Consultation, Coaching and Technical Assistance:

Effectively utilize the following core knowledge areas to support the provision of high-quality early education programs: Child Development and Learning, Family and Community Relationships, Observing, Documenting and Assessment (using a variety of scales and assessment tools), Developmentally Effective Approaches, and Meaningful Implementation of Curriculum in the early childhood classroom. A working knowledge of NC licensing regulations will be necessary.

Obtain and maintain competencies and certifications in use of classroom assessment tools to support quality improvements in the learning environment. Obtain Technical Assistance Practitioner Endorsement through the NC Institute for Child Development Professionals. Through observed trends in early childhood classrooms across the region, inform professional development opportunities for BRPFC and others to make available for child care facility staff.

Support the utilization of the Children's Resource Library materials in early learning classrooms, and share information to maintain available inventory that matches the needs of child care providers.

Data collection and recordkeeping:

Maintain appropriate records. Collect and compile data and reports used by local committees, BRPFC Board, and state and private funders to ensure project outcomes are met. Where grant funds are made available, ensure that all contracting requirements are properly met and documented.

Qualifications:

Bachelor's Degree in Child Development or a related field, with three to five years' experience in early care and education field or a related setting. Ability to independently prioritize and manage multiple tasks, with extensive follow-up and timely completion of all projects. Level 11 certification from the NC Institute for Child Development Professionals will be required to obtain the TA Practitioner Endorsement. Working knowledge of NC's child care regulations, NC Foundations of Early Learning and Development, and Creative Curriculum is needed. Demonstrated competency in the use of assessment tools of classroom quality such as environmental rating scales, CLASS, TPOT/TPITOS and others will be necessary.

Computer Skills: Proficiency in word processing and spreadsheets. Ability to effectively and efficiently use email and Internet applications.

Language and Communication Skills: Strong oral and written communications skills are key to effectively communicate through consultation, reports, correspondence, and presentations.

A valid motor vehicle operator's license and dependable personal transportation is required.

This position is designed as full-time, with group health insurance and retirement benefits available, and a pay range of \$16.50-\$19.75/hour