**POSITION: Training and Technical Assistance Specialist**

**REPORTS TO: Program Improvement Director**

**SALARY: (Depends on experience and qualifications)**

**FLSA: Non-Exempt**

## GENERAL DESCRIPTION

This position is responsible for training and providing technical assistance to early learning and child care providers in Escambia County to improve the quality of care and educational opportunities.

**ESSENTIAL JOB FUNCTIONS**

1. Collaborates with the program improvement team in supporting action plans to

reinforce contractual compliance with ASQ, Quality Reviews, Health & Safety

validation, CLASS and other assessments as needed through training,

administration and technical assistance

1. Supports the Quality Rating Improvement System (QRIS) through assessments,

training, curriculum development, technical assistance and coaching

1. Supports the broader community of agencies and organizations to increase awareness of the importance of brain development and the criticality of high quality infant toddler care
2. Works with the program improvement team to develop a comprehensive range of trainings/workshops for practitioners in center and home settings and at various levels of professional development
3. Participates in local and state professional associations. Attends and participates in meetings and training (local or state) as required
4. Assists in coordination and implementation of outreach and community partnerships to include but not be limited to Children’s Week, Annual Breakfast, VPK outreach, Day of Play and Reimagine events
5. Establishes and maintains records on activities and prepares reports as required.
6. Maintains an assigned caseload
7. Research and maintain updated information on Florida law and rule, and Florida’s Office of Early Learning’s policies and procedures that impact the Program Improvement Department, particularly those related to Department of Children and Families Licensing

Please Note: These essential job functions are not to be construed as a complete statement of all duties performed. Employees may be required to perform other job related marginal duties as required.

**MINIMUM QUALIFICATIONS**

1. Bachelor’s Degree in Early Childhood, Child Development or closely related field with concentrated experience with birth to 5 years preferred. An Associate degree from an accredited college or university in early childhood development with 3 years’ experience considered
2. Experience in early education and care is preferred but not required
3. Must possess valid Florida driver’s license with no record of criminal driving offense or license suspension for point’s accumulation
4. Must possess means of providing job related transportation and have proof of insurance
5. Must successfully complete a Level 2 background check prior to employment
6. Within 120 days of assuming the position successfully complete the Department of Children and Families’ Rules and Regulations course.
7. Must be available to work flexible schedule to accommodate late afternoons, evening, or weekend trainings. Occasional out of town travel may be required

# ESSENTIAL SKILLS REQUIRED

* Proficient use of Microsoft Office including Word and PowerPoint.
* Awareness of ASQ, TS GOLD, CLASS and other assessment/screening tools
* Knowledge and proficient in the birth to five developmental standards
* Knowledge of methods of compiling, organizing, and analyzing data
* Knowledge of adult learning styles
* Ability to plan, organize and coordinate multiple work assignments.
* Ability to communicate (in oral and written format) effectively.
* Ability to establish and maintain effective working relationships with others.

**ESSENTIAL PHYSICAL REQUIREMENTS**

Frequently sit, stand, walk, twist at the waist, and routinely operate a computer keyboard, telephone, copier and fax machine. Able to operate an automobile. Medium (less than 30 pounds) lifting required. *Reasonable accommodation will be made for otherwise qualified individuals with a disability.*