



Childcare Resources Position Guide

Job Title: Technical Assistance Leader
Division: Program
Date: August 2010
Reports to: Provider Education and Support Manager
Classification: Exempt

General Description:

Under the supervision of the Provider Education and Support Manager, the Technical Assistance Leader is responsible for the development of an on site technical assistance plan to be implemented in connection with Childcare Resources' trainings, for the coordination, recruitment, delivery and evaluation of on site technical assistance, and for developing new training and technical assistance materials to meet providers' needs.

Duties and Responsibilities:

- A. Enhance the quality of care children receive by working with program staff to improve their knowledge, skills, practices and environment
- B. Engage in marketing and outreach efforts to identify and recruit programs to receive on site technical assistance services
- C. Assist applicable staff in developing and implementing quality improvement plans
- D. Research and develop new training materials and conduct trainings
- E. Evaluate the effectiveness of technical assistance and training programs
- F. Participate actively in professional organizations related to child care
- G. Keep abreast of current literature related to child development, child care and on site technical assistance
- H. Compile required reports on the delivery of training and technical assistance to providers
- I. Report to DHR Office of Day Care any suspected licensing deficiencies observed at child care programs
- J. Report immediately to the appropriate County of Human Resources office any suspected incidence of child abuse and /or neglect
- K. React productively to change and handle other work-related tasks as assigned
- L. Adhere to IACET's Continuing Education and Training Standards for all trainings

Qualifications:

1. A Bachelor's degree in Child Development, Early Childhood Education, or a related field, and a minimum of three years experience in teaching young children
2. Excellent writing skills
3. Excellent interpersonal and communication skills
4. Verified experience in training adults
5. Proficient in Publisher and Microsoft Office Suite
6. A working knowledge of Alabama Child Care Licensing requirements
7. A working knowledge of training techniques for adults
8. Commitment to upgrading the quality of child care in the community
9. Valid driver's license and regular access to a vehicle covered by liability insurance with limits of \$100,000/\$300,000
10. Able to pass criminal history background check required by Alabama law