



**POSITION: Technical Assistant and Coaching Consultant**

**Nonexempt**

**POSITION SUMMARY:**

- To provide ongoing quality enhancement/improvement support, mentoring, & professional development training to licensed ECE programs & staff.
- Technical Assistant is to support all children at the universal level, thereby decreasing the need for more intensive intervention.

**QUALIFICATIONS:**

**Requirements** - Bachelor's degree or beyond in Early Childhood/Child Development, Social Work or related human services field (child and family relations, psychology), one to three-years of experience working in early childhood or related field. Understanding of the state regulatory requirements and national accreditation requirements for early education centers and homes. Ability to work with a diverse client population. Ability to establish rapport with childcare providers of varying ages, educational levels, ethnic and socioeconomic backgrounds. Excellent oral and written communication skills. Ability to complete required trainings for this position. Reliable transportation a must.

**Preferred** - Experience in creating and providing adult education trainings and workshops. Experience in understanding and conducting Environmental Rating Scales. Experience in behavioral development of young children.

**RESPONSIBILITIES:**

- Develop, coordinate, schedule, facilitate and provide direct professional development staff trainings/workshops/events within the DCDEE approved in-service training content areas.
- Maintain ECE endorsements as recommended by NDCDEE.
- Work with state licensing consultants and assist ECE centers and homes with the regulatory and accreditation processes.
- Assist existing ECE centers and homes in accessing available resources.
- Maintain thorough and accurate records of training and technical assistance activities.
- Collaborate with community partners specifically in areas involving quality child care and parent education/support matters.
- Create and deliver appropriate presentations of social-emotional development and/or behavioral issues.
- Determine the need for and provide technical assistance and consultation to child care programs to mentor and assist teachers in promoting healthy social-emotional development in the children in their care. Ensure participant completion of all required DCDEE goals and data collection.
- Cultivate partnerships with other behavior specialists, educators and mental health professionals to develop resources to assist child care providers/families in promoting positive behaviors in young children.

- Work collaboratively with licensing consultants, abuse and neglect consultants, early intervention specialists, community college educators, and other consultants working with child care providers in the region.
  - Technical Assistants use the Pyramid Model as a comprehensive, multi-tiered framework of evidence-based practices that promotes the social, emotional, and behavioral development of young children. Training in the Pyramid Model and ongoing professional development courses must be maintained.
  - Knowledge of community resources for families and children, making referrals as appropriate to community services.
  - Advocate for quality early childhood experiences and necessary support services for children and families.
  - Represent the Beaufort-Hyde Partnership for Children accurately and professionally to the community.
  - Maintain all professional development requirements, certifications, and responsibilities as assigned (Ex. Pyramid Model, Art & Science of TA Training).
  - Computer skills and knowledge a must for this position as you will be using multiple platforms/programs.
  - Travel, as needed, to meet varying job responsibilities.
  - Assume other duties, as assigned by Program Supervisor and Executive Director.
- Secondary Responsibilities:**
- Occasionally performs other duties, as assigned.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to occasionally lift or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must frequently travel outside of the office. While working in the office, the work environment is usually general office with moderate noise level.

**DISCLAIMER STATEMENT:**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to this position. The employee may be required to perform other related duties not listed on this job description.

Beaufort-Hyde Partnership for Children is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.