



**POSITION ANNOUNCEMENT**

**Position: CCR&R Technical Assistance Coordinator – Augusta Area**

Responsible for providing training, coaching and mentoring, technical assistance (TA) services, to all interested childcare and early education providers who meet or exceed basic licensing/regulatory standards and seek to meet highest quality This is a grant funded position.

**Responsibilities**

- Provide accreditation and quality improvement technical assistance to Child Care Centers, Family Child Care Homes or Group Homes who meet or exceed basic licensing/regulatory standards and wish to pursue national accreditation, participate in the state Quality Rating and Improvement System (QRIS), or seek general quality improvement services within assigned sub region of Region 5.
- Assist in administering mini-grants to eligible child care programs participating in the quality improvement/technical assistance process. Ensure adherence to BFTS mini-grant guidelines.
- Conduct initial assessment of the family child care provider, group home or center director to determine success factors and assess readiness to receive quality improvement technical assistance services from the CCR&R; provide orientations and training for child care providers describing training and technical assistance process, expectations and resources available.
- Assist providers through the quality improvement process to include the QRIS and the appropriate National Accreditation.
- Develop a Quality Improvement Plan (QIP) with the provider or center director based on the assessments.
- Assist in implementation of the QIP, which includes on-site technical assistance visits, telephone and office consultation, advice on selection of equipment, on-site training, linkages to other community resources and professional development opportunities via the CCR&R, universities and technical colleges.
- Assist providers with enrollments and scholarship information for institutes, conferences, and degree programs; provide linkages to CCR&R resources and staff such as the Inclusion Coordinator and community resources.
- Participate in and encourage participation in the local provider association.
- Track technical assistance and maintain data on CCR&R TA logs and report forms; generate a final report that provides data on outcomes, identifies barriers and possible solutions, identifies promising practices and makes recommendations; prepare and present progress updates to CCR&R Director, Assistant Director and staff as needed.
- Acquire and maintain proficiency in the Infant/Toddler Environment Rating Scale (ITERS), the Early Childhood Environment Rating Scale (ECERS), Family Child Care Environment Rating Scale (FCCRS), School Age Childhood Environment Rating Scale (SACERS), QRIS and the National Accreditations recognized by BftS.
- Conform with and abides by all regulations, polices, work procedures and instructions for supervising agency.
- Develop and conduct provider and/or parent education training; ensure the use of pre and post assessments and customer satisfaction surveys.
- Maintain all records and fiscal reporting requirements as designated by the supervising entities.
- Performs other duties as assigned to meet program needs.
- Demonstrates excellent customer service skills, organizational skills, and oral/written communication skills. Exhibits superior attention to detail, and meets all set deadlines.
- Works effectively in both a self-driven, independent environment with minimal supervision, and in a diverse team oriented setting, exhibiting strong team-driven approach.

**Minimum Qualifications**

- Bachelors Degree Early Childhood Education, Elementary education, Special Education, Family and Consumer Science or related field.
- Minimum two years of experience in working in child care field (classroom teacher, administrator, family child care home provider, trainer, technical assistance consultant, etc.).
- Strong understanding of early childhood development and childcare rules and regulations for the state of Georgia.
- Ability to forge a mutually respectful partnership with persons served and their families in order to assist them in gaining the skills and confidence to address issues and problems they face.
- Must have intermediate knowledge of Microsoft Office including Word, Excel and PowerPoint; ability to use a network database.
- Must have reliable transportation, valid driver's license and proof of insurability.

**Preferred Qualifications** (In addition to Minimum Qualifications)

- Three years' prior experience in a child care setting.
- Efficient, able to maintain schedule that is conducive to provider's needs.
- Exceptional ability to react in a timely manner to requests for assistance, and requests from CCR&R Agency Director/Assistant Director.

**Physical Demands**

Work is typically performed in an office environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects. Full range of hand and finger motion is required for data entry purposes. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

**Salary/Benefits**

Salary is competitive and commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package. Positions are contingent upon funding.

**Application Deadline**

For best consideration, applications should be received by **October 21, 2011**. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: [www.savannahtech.edu](http://www.savannahtech.edu). Please submit the completed application, cover letter and resume to:

Savannah Technical College  
Human Resources Department  
5717 White Bluff Road  
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration.

Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except those special circumstances permitted or mandated by law). For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or 912.443.3388. Send written compliance related correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.

***Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.***