POSITION ANNOUNCEMENT

Position  CCR&R Technical Assistance Coordinator (Multiple Positions)
Responsible for providing training, coaching and mentoring, technical assistance (TA) services, to all eligible early care and learning programs and professionals who seek to meet Georgia’s quality early care and learning standards within the service delivery area identified by the Georgia Department of Early Care and Learning as Region 5. This is a grant funded position.

Responsibilities
- Provide quality improvement technical assistance to Child Care Centers, Family Child Care Homes or Group Homes participating in the state quality rating and improvement system, *Quality Rated*, within the service delivery area.
- 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 assessments of the family child care provider, group home or center 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.
- Develop a Quality Improvement Plan (QIP) with the provider or center director based on needs assessment information.
- 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.
- Provide linkages and resources to assist providers with enrollment and scholarship information for institutes, conferences, and degree programs; provide linkages to CCR&R community resources.
- Participate in and encourage participation in local and national provider associations and be familiar with national ECE accreditations.
- Track all technical assistance activities, record and maintain information and data as assigned. Generate reports, provide feedback on outcomes, identify barriers, solutions, promising practices and make 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), and *Quality Rated* as assigned.
- Conform with and abide by all regulations, polices, work procedures and instructions for supervising agency.
- Develop and conduct provider education and training; ensure the use of pre and post assessments & 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.

Minimum Qualifications
- Bachelor’s 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.
- Excellent customer service skills, organizational skills, and oral/written communication skills.
- Must be a self-starter, work well with minimal supervision, and possess the ability to work in partnership with other team members.
- Must have intermediate knowledge of Microsoft Office including Word, Excel and PowerPoint; ability to use a networked database.
- Must be able to travel to locations throughout assigned territory, valid Driver’s license and appropriate insurance required.

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.
- Ability to work in a team environment with a diverse group of people.
- Exceptional ability to react in a timely manner to requests for assistance, and requests from CCR&R Agency Director/Assistant Director.
- Excellent organizational skills, pays attention to details and deadlines.

Physical Demands
The employee occasionally lifts or moves objects of a light to medium weight, must be able to lift up to 25 bounds. The ability to speak clearly, hear, and understand at a normal conversational level is required. Work is typically performed in varying environments with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion is required for data entry purposes.
**Salary/ Benefits**
Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline**
For best consideration, applications should be received by **February 18, 2015**. Position considered open until filled. Candidates must pass a criminal background check, to include a fingerprint records 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, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). **Invitation to Self-Identify**. For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, mbanks@savannahtech.edu. Send written 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.**