



## **Summary**

Provide a range of technical assistance, consultation, training, information, support services, and resources to improve program quality and strengthen regulatory compliance in preschool classrooms in child care center based programs and family child care programs in Westchester County.

## **Training**

- Plan and deliver high quality calendar workshops that receive very positive evaluations
- Plan and deliver high quality on-site trainings that receive very positive evaluations
- When applicable, cover issue of school readiness in the delivery of trainings to programs and also ensure that the connection is made between school readiness and quality child care when attending community meetings and/or serving on community groups

## **Technical Assistance**

- Provide basic technical and intensive technical assistance to regulated preschool classrooms and family child care programs from self-referral and through outreach to child care center programs improve regulatory compliance and program qua]
- Help design and deliver a comprehensive intensive technical assistance project to preschool classrooms and family child care programs that is assessment driven, utilizing the ECERS or FCCERS, and includes a formal plan of action, technical assistance visits, provision of resources, post assessment and documentation of the process
- Assist programs with starting or expanding services via training, technical assistance or information on how to assess training and/or technical assistance
- Provide newly opened or programs planning to open, and programs wishing to expand with effective technical assistance, information on regulations and quality practices including administration resources.
- Provide both scale based and non-scale based intensive technical assistance to child care providers and programs to improve quality and to assist them in preparing for QUALITYstarsNY
- Develop and document models and systems for delivering and measuring impact of training and technical assistance on quality improvement in programs served
- Identify TA utilization trends and gaps and provide recommendations to expand and/or improve services



- Help increase TA services/revenues by reporting on results and suggesting promotional ideas and opportunities
- Participate in grant programs appropriate preschool classrooms and family child care programs including recruitment of participants, delivery of grant program, reports, training, and other administrative tasks
- Analyze program data and/or project financial statements
- Write timely and comprehensive analytical reports as required by grants, contracts and the agency's needs
- Assist in meeting departmental strategic and annual goals
- Other projects as directed

### **Council Activities**

- Identify emerging issues in the early care and education field and support new approaches
- Write timely and comprehensive reports as required by grants, contracts and the organization's need
- Contribute as required to the Council's Agency Monthly Report, CCR&R Quarterly report and others
- Assist the Council in sustaining the NACCRA Quality Assurance credential
- Carry out agency policies on branding guidelines

### **Job Requirements**

- Masters in Early Childhood Education or related field
- Minimum 5 years' experience working with young children and families
- At least 3 years' experience in child care and knowledge of the different types of child care programs and employees, preferred
- At least 3 years' experience and 50 clock hours of training (or appropriate certification) in the training content delivered, preferred
- Prior experience in community outreach and public education, preferred
- Excellent organizational, interpersonal and writing skills
- A car and valid driver's license with a minimum \$100,000/\$300,000 car insurance are required.
- Has skills representative of the linguistic, racial and ethnic populations in the service delivery area
- Experience working with multi ethnic populations
- Eligible to receive the NY State Early Learner Training Credential

**Reports to:** Director of Professional Development

**Classification:** Exempt, Full-Time

**Disclaimer Clause:**

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.