



## JOB DESCRIPTION

**POSITION:** Technical Assistance Specialist, Early Achievers, Provider Services Team

**PURPOSE:** The Technical Assistance Specialist provides direct services to the child care community. The goal of these services is to improve the quality of child care that is available in the community utilizing a new statewide Quality Rating and Improvement System (QRIS).

**NATURE & SCOPE:** The Technical Assistance Specialist is a member of the Provider Services team and reports to the assigned supervisor. The Specialist participates as an active member of the Provider Services team; setting goals and deciding how to accomplish the work of the department.

**RESPONSIBILITIES:** Specific responsibilities of the Technical Assistance Specialist include, but may not be limited to:

- Assist licensed center and family child care providers to enter into and progress through the WA State Early Achievers QRIS
- Facilitate large and small group sessions on topics related to the Early Achievers quality standards and program assessment tools used in the rating process
- Provide technical assistance to child care providers to build capacity around various domains including specific early learning topics, use of technology, navigating the state professional development system, and carrying out quality related self-assessments
- Manage a caseload of approximately 40 facilities (licensed child care centers and family child care homes) in reaching specific milestones over a distinct period of time
- Provide culturally relevant and inclusive technical assistance in person at licensed child care facilities throughout King and Pierce, as well as by phone and email
- Other duties that relate to the work of the Provider Services team as assigned

**MINIMUM REQUIREMENTS/QUALIFICATIONS:** Minimum requirements include a Bachelor of Arts degree in Early Childhood Education or a related field and 3 years related work experience; or a Masters of Arts degree in Early Childhood Education and 2 years related job experience. 5-6 years of early childhood experience will be considered in lieu of education in exceptional situations.

Additional Requirements Include:

1. Ability to work independently and self-motivate; majority of time is field based and landed in a satellite office within King County
2. Ability to maintain timely documentation/data entry into an electronic data system.

3. Proven ability to consistently meet monthly project goals
4. Ability to work occasional night and weekend hours within the work week (approximately one weekend day, two weekday evenings per month)
5. Knowledge of Early Childhood Education programs and resources, including school districts.
6. Excellent written and verbal communication skills.
7. Excellent listening skills with the ability to give and receive critical feedback.
8. Proven ability to work in a team environment.
9. Demonstrated commitment to diversity, cultural relevancy and inclusion is required.
10. Experience in/understanding of the provision for quality customer service.
11. Knowledge of computer software, especially Microsoft Word and Excel.
12. Washington State Driver's License, automobile insurance and access to a reliable automobile.

Desired Qualifications Include:

1. Native language speaking abilities in Spanish and/or Somali languages
2. Knowledge of child care program best practices, curriculums and assessment tools (strongly desired)
3. Knowledge of King County region and resources

\$36,926,760-\$46,157.50

Salary depends on ability to meet or exceed the above desired employment criteria.

Generous medical, dental and vacation benefits provided

To apply, email cover letter and resume to: [hr@childcare.org](mailto:hr@childcare.org)

For more information on Child Care Resources check [www.childcare.org](http://www.childcare.org)

CCR is an equal opportunity employer. We value diversity among our staff. We strongly encourage people of color, people who speak a second language, and people with disabilities to apply.