CLASS TITLE: TECHNICAL ASSISTANCE SPECIALIST - Early Childhood Programs

BASIC FUNCTION:
Under the leadership of the ECP Director, this position will provide technical assistance to sites to improve environments and instructional practices and provide feedback on progress towards improvement. Organize, coordinate, and conduct a variety of special project activities and operations in providing high quality early childhood education necessary to accomplish program goals and objectives.

REPRESENTATIVE DUTIES:
Use the Quality Rating and Improvement System (QRIS) and California Preschool Learning System to focus on site level technical assistance. Coach, train, and model quality teaching practices to improve environment, teacher’s effectiveness and child outcomes; 

Ensure programs, activities, and efforts comply with funding requirements in supporting high quality ECE programming; 

Assist with the data collection and evaluation of the project components; assist with administering, coordinating, and monitoring all project components;  

Promote awareness of quality initiative work; identify collaboration opportunities and participate in all community outreach events as assigned, including coordinating activities; 

Coordinate and facilitate training and technical assistance at county- and state-level as needed. Assist and participate in developing and presenting workshops;  

Maintain and update accurate evaluation data; operate various software applications to maintain records, including databases and spreadsheets. Maintain all records necessary for the project; assist in development and updating project forms; 

Attend conferences, meetings and workshops as required; and 

Perform related duties as assigned. 

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
High quality instructional practices, programs and strategies for early learners; 
Policies and objectives of early childhood education programs and activities; 
State regulations and best practices for daily operation in center based and FCC settings; 
Basic health and safety regulations and strategies for 0 to 5 year old programming; 
Interpersonal skills using tact, patience and courtesy; 
Report writing techniques; 
Technical aspects of the special project areas;

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Basic budget preparation and control;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students and families;  
Record-keeping techniques; and  
Word processing, spreadsheet, and database software applications used by VCOE.

ABILITY TO:  
Plan, organize, and coordinate components of multiple special projects;  
Troubleshoot and solve project issues and problems;  
Read, analyze, understand, explain, and implement technical information related to assigned special projects;  
Operate computers and related software applications;  
Communicate effectively both orally and in writing;  
Learn, apply and explain policies, procedures, rules and regulations;  
Maintain current knowledge of program rules, regulations, requirements and restrictions; and  
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:  
A bachelor degree in Early Childhood Education (ECE), or related field and three years of teaching experience in the early childhood field.

LICENSES AND OTHER REQUIREMENTS:  
Valid California driver's license.

WORKING CONDITIONS:  
ENVIRONMENT:  
Subject to inside environmental conditions;  
Subject to driving to conduct work; and  
May be required to use personal vehicle in the course of employment.

PHYSICAL ABILITIES:  
Vision to provide technical assistance with indoor and outdoor early learning activities;  
Hearing and speaking skills to communicate with children, parents, staff and others;  
Motor skills to lift and carry children and objects weighing up to 40 pounds;  
Stand for extended periods of time; and  
Bend at the waist, kneel, crawl, and sit on the floor.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.