

EMPLOYMENT OPPORTUNITIES

Leap Early Learning Partners is a Child Care Resource & Referral Agency that is operated through Augusta University. Effective October 1, 2018, our service area will include the following counties:

DeKalb, Rockdale, Walton, Newton, Butts, Jasper, Putnam, Greene, Baldwin, Hancock, Taliaferro, Wilkes, Lincoln, Columbia, McDuffie, Warren, Glascock, Richmond, Burke, Jefferson, Johnson, Jenkins, & Morgan

We are currently recruiting for several positions: **Technical Assistance Coordinators (3), Professional Development Specialists (2), and Program Assistant (1)**. Each position is outlined below and will note the required or ideal location of potential candidates. Directions on how to apply can be found at the bottom of this document.

Technical Assistance Coordinator – Job ID 14059

A Technical Assistance Coordinator is responsible for providing technical assistance (TA) and training to child care providers and early education programs in a designated service delivery area. Primary goal of technical assistance is program quality improvement and Quality Rated leveling.

General Duties:

- Provide technical assistance/support to ECE professionals by phone, e-mail and regular on-site visits to assist program in improving program quality and/or achieving Quality Rated leveling.
- Complete formal assessments, develop and implement a plan of improvement, and maintain necessary documentation.
- Provide professional development training in accordance with state guidelines and national best practices.
- Participate in provider recruitment efforts related to Quality Rated participation and TA.
- In coordination with program leadership, engage community partners in region by participating in meetings and facilitating partner events.
- Complete all required reports, site visit documentation forms, etc. in compliance with state and program guidelines and national best practices.
- Provide career counseling to early learning professionals interested in returning to school.
- Upon completion of Professional Learning Community (PLC) training, will facilitate PLC groups in conjunction with region-wide efforts.
- Perform other duties as assigned and necessary to meet program needs and provide high-quality services.

Minimum Requirements:

BS in Early Childhood Education, Family and Consumer Sciences, or related field / Must meet minimum requirements as a GA State Approved Trainer (including minimum of 3 years' experience working directly with groups of children B-8) / Proficient in MS Office. Must provide copy of college transcripts and hold a valid driver's license and appropriate insurance.

Desired Qualifications:

Masters degree in ECE or related field / Experience in a child care setting / Experience providing technical assistance or serving as a mentor / Familiarity with the state of GA licensing regulations governing child care facilities / Experience providing adult education

Ideal Location: Three positions will be based in or near the **Richmond/Columbia County area**.

Professional Development Specialist – Job ID 15006

The Professional Development Specialist will be responsible for supporting all professional development efforts of the CCR&R. Core duties will include development of training sessions and support materials, supporting efforts to increase Relationship-Based Learning activities throughout region, and ensure supporting the CCR&R Quality Rated work by providing additional capacity-building support to programs, as requested.

General Duties:

- Develop high quality trainings and professional development resources in accordance with state and agency guidelines, as well as identified best practices for adult education.
- Deliver approved trainings throughout service area at times to best meet the needs of our consumers. Provide TOT training to other team members as needed.
- Assist with implementation of larger training events and support agency efforts to provide Family Child Care conferences throughout region.
- Coordinate with Team Leaders and TAs to identify strategies to meet the training needs for providers on a TA caseload.
- Upon completion of Professional Learning Community (PLC) training, will design/plan PLC meetings throughout designated service area. Prior to completion, will support efforts of others on staff.
- Augment TA efforts by providing additional support, as needed, to programs identified as needing more intensive support, those making little progress, and/or those with identified barriers to address prior to beginning quality improvement TA. As able, address needs for leadership capacity building for providers.
- Maintain necessary documentation and complete reports as requested/required.
- In coordination with the Director and Assistant Directors, implement provider recruitment efforts and engage community partners in region by participating in meetings and facilitating partner events.
- Other duties as necessary to ensure the high-quality services of the CCR&R.

Minimum Requirements:

BS in Early Childhood, Family & Consumer Sciences, or related field / Georgia Training Approval as a State Approved Trainer (for beginner, intermediate, and advance level training) / Ability to research and develop training materials for state approval / Proficient in MS Office / Must be able to work a flexible schedule (evenings and weekends). Must provide copy of college transcripts and hold a valid driver's license and appropriate insurance.

Desired Qualifications:

Master degree in ECE or related field / Two years' experience training or teaching adults and experience in the child care setting / Familiarity with the state of GA licensing regulations governing child care facilities. Preference will be given to candidates that have completed PLC Facilitator training.

Ideal Location: One position will be based in or near **DeKalb County** and one position will, ideally, be **centrally located** within our region (within 1.5 hour drive to our metro Atlanta counties and our CSRA counties).

Program Assistant – Job ID 15004

The Program Assistant is responsible for providing direct assistance to leadership team and other staff as needed. Maintains office files, fiscal records, and ensuring all department invoices are paid. Provides primary phone coverage for administrative office. Responsible for maintaining office supplies and placing orders, as needed.

Summary of Duties:

- Provides direct support services to the CCR&R Director and others as needed to ensure quality services. Assists with internal communications.
- Assists in maintaining financial records and office files for the CCR&R. Activities include: payment of office-related invoices, orders all office supplies, reconciling p-card transactions and submitting appropriate documentation.
- Supports mini-grant spending by overseeing Affidavit/Affirmation process, KOALA benefit submissions, and tracking all orders.
- Performs other duties as assigned and/or necessary to meet the needs of the CCR&R and to provide high-quality services.
- This position requires the acquisition of a P-Card and/or handling of cash, credit or other sensitive information and requires a satisfactory Consumer Credit check as a condition of employment.

Minimum Requirements:

High School Diploma, GED or equivalent from a recognized State or Federal accrediting organization with a minimum of one year applicable administrative experience.

Desired Qualifications:

Technical college level or above training in administrative duties and/or extensive background performing similar duties; Knowledge of CCR&R and early childhood programs.

Location: This position will be based in the **CCR&R Regional Office in Evans, GA.**

To apply for any of these positions:

Visit: <https://www.augusta.edu/hr/jobs/university/index.php> → select **External Applicants** → Under **Basic Job Search**, select **Advanced Job Search** → scroll down and enter the **Job Opening ID** (*noted above*) for your desired position → Update **Find Jobs Posted Within** to “*Anytime*”.

Note: If you are unable to find the position using this method, you can also use the headings under **Latest Job Postings** → scroll down to find postings for 9/24/18.

If you have any trouble accessing the website or attaching a resume, please contact:

- Jacob Usry, HR Talent Consultant, 706-721-7369
- Fey Negrón-Rosario, HR Assistant, 706-721-2590