



A Child Care Resource & Referral Agency of Augusta University

## EMPLOYMENT OPPORTUNITY: TA & Support Coordinator

### General Responsibilities:

The Technical Assistance & Support Coordinator is responsible for providing intensive TA to sites to support efforts to get programs Quality Rated and to support the professional development efforts of the CCR&R by developing training sessions/materials and providing trainings throughout the region.

Technical Assistance & Support Coordinator will:

- Develop high quality trainings and professional development resources in accordance with best practices. Support transfer of learning efforts in region.
- 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.
- As needed, will assist in provider recruitment efforts and engage community partners in region by participating in meetings and facilitating partner events.
- Support TA efforts throughout region by providing support, as needed, to high-need programs and by supporting programs with identified barriers prior to beginning quality improvement TA.
- Complete all required reports, site visit documentation forms, etc. in compliance with state and program guidelines and national best practices.
- Perform other duties as assigned and necessary to meet program needs and provide high-quality services.

### Requirements:

Minimum:

- BS in Early Childhood Education, Family and Consumer Sciences, or related field
- Must meet minimum requirements as a GA State Approved Trainer
- Must provide copy of college transcripts
- Must hold a valid driver's license and appropriate insurance
- Must be proficient in MS Office

Preferred:

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

While all applicants located within/near the region's service area will be considered, **the ideal candidate will be centrally located within the region.** Depending on the location of the final candidate, the position may be based from a home office.

Service area map can be found here: <http://leapccrr.org/service-area/>

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### **To apply for position:**

Visit: <http://www.augusta.edu/hr/jobs/university/index.php> → External Applicants →

Keywords: "TA" → Posted: "Anytime". Job ID: 00014455 or Job Opening: 13729

If you have any trouble accessing the website or attaching a resume, you can contact Jacob Usry in Human Resources at 706-721-7369.