



EMPLOYMENT OPPORTUNITIES

Leap Early Learning Partners is a Child Care Resource & Referral Agency operated through Augusta University. Our service area includes: DeKalb, Rockdale, Walton, Newton, Butts, Jasper, Putnam, Greene, Baldwin, Hancock, Taliaferro, Wilkes, Lincoln, Columbia, McDuffie, Warren, Glascock, Richmond, Burke, Jefferson, Johnson, Jenkins, & Morgan Counties. **The ideal candidate will be located in or near Richmond/Columbia County.**

Technical Assistance Coordinator

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 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). Must provide copy of college transcripts / Must hold a valid driver's license and appropriate insurance /Must be proficient in MS Office

Desired Qualifications:

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

Job Opening ID:

To apply:

Visit: <https://www.augusta.edu/hr/jobs/university/index.php> → select **External Applicants** → Select **View All Jobs** → **Search Jobs** → type "254279" in search bar → select "Public and Preventative Health" → click on **green button** to apply.

Note: If you are unable to find the position using this method, you can also try typing in key words from the job title.

If you have any trouble accessing the website or attaching a resume, please contact: Fey Negrón-Rosario, HR Assistant, 706-721-1523