

## Job Description

**Title: EHS Technical Assistance Specialist**  
**FLSA Status: Exempt**

**Department: Early Head Start**  
**Reports to: EHS Director of Child Development and Education Support Services**

**Date: February 2015**

**Approved: G. Thompson**

### **Job Summary:**

EHS Technical Assistance Specialist is a model and mentor responsible for supporting the implementation of the Head Start Performance Standards; specifically education (developmentally appropriate curriculum and teaching practices), Health & Safety, quality improvement and professional development leading to compliance with annual Head Start reviews.

### **Essential Duties and Responsibilities:**

- Ensures that technical assistance services align with the Head Start Performance Standards to meet the individual needs of EHS providers.
- Works collaboratively with the Education team to develop areas of expertise and provide targeted assistance based on the unique and evolving needs of the EHS providers.
- Demonstrates the ability to manage multiple projects and deliver technical assistance to multiple EHS providers.
- Works collaboratively with EHS partners to connect EHS providers with additional supports and resources based on the unique needs of the provider.
- Develops and demonstrates awareness of the Early Head Start Performance Standards and the mechanics of the EHS Program, including community resources and supports available.
- Demonstrates the ability to work effectively in underserved communities, low income areas and priority programs
- Demonstrates ability to work effectively with adult learners, especially in the areas of training and application of motivational strategies.
- Demonstrates an understanding of the Continuous Quality Improvement Process and how to work with child care providers to create program change.
- Demonstrates the ability to provide support needed by EHS providers while maintaining a professional and ethical relationship.
- Displays knowledge of Head Start Performance Standards as well DCF Child Care Licensing Rules and Regulations for child care programs, and Federal Food Program.
- Demonstrates content awareness of the Head Start Performance Standards, CDA Credentialing Process, NAEYC Code of Ethics, Florida Early Learning Standards, child development, curriculum, child assessment and working with families.
- Displays knowledge of environmental quality assessments used within the EHS (e.g., ERS, CLASS).
- Demonstrates the ability to utilize data managements systems such as ChildPlus to enter pertinent data
- Assists EHS providers in achieving accreditation/re-accreditation.

- Demonstrates leadership in the field through ongoing professional development and participation in workgroups and professional organizations at the community level and/or state level.
- Works cooperatively with other agencies to meet the needs of families and children served:
  - a. Coordinate child and/or family referrals
  - b. Provides support services of children's transition plan
  - c. Communicates regularly with related direct service staff
- Develops and demonstrates the ability to utilize all technology and technology protocols associated with EHS including but not limited to: Laptop, Apple iPad, databases, Registry Portal.
- Ability to work collaboratively with diverse populations in a culturally appropriate manner.
- Ability to work independently and organize activities essential to the position.
- Performs related duties as required.

**Skills and Abilities:**

- Strong organization skills
- Accountability
- Adaptability
- Ability to predict agency needs
- Problem Solving
- Verbal and Written Communication Skills
- Bilingual (Spanish) required

**Qualifications:**

- Bachelor's Degree on Early Childhood Education or related field required
- 1-2 years classroom experience in early childhood or a related field required
- Bilingual (Spanish/ Creole) preferred
- Computer skills required, including a working knowledge of Microsoft Office Suite and data management systems such as ChildPlus
- Excellent communication skills including telephone/email etiquette, listening skills and the ability to respond sensitively and empathetically to the needs of others
- Ability to work with a diverse population
- Ability to work independently as well as in a team environment
- Ability to prioritize and manage work load and deadlines
- Training, education and/or experience may be substituted for certain minimum qualifications
- Valid Florida Driver's License

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

**Salary Range:**

**This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.**

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date