



Position Title: **District/Head Start – TA Specialist**  
Location: **GNJK Technical Assistance Center - Central and Northeast Regions**  
Reports to: **Senior TA Specialist**  
FLSA: **FULL TIME / EXEMPT**

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Prevent Child Abuse - New Jersey (PCA-NJ) is the statewide leader in the prevention of child abuse and neglect and the promotion of healthy childhoods for all of New Jersey's children. The organization was incorporated in 1979 as the New Jersey chapter of Prevent Child Abuse America, the 9th Chapter to be established among a national network. Today, we exist as one of the largest chapters across the country and have become a recognized leader for prevention work in New Jersey.

PCA-NJ's expertise lies in developing primary and secondary prevention programs including public awareness campaigns, parenting education programs, workshops and professional training, home visitation services, initiatives that promote parental involvement in a child's education, and projects that support highly vulnerable families. Our prevention programs meet the specific needs of families to ensure that they are capable of nurturing, developing, and sustaining healthy children.

#### **JOB SUMMARY:**

The District/Head Start Technical Assistance Specialist is responsible for providing support and guidance to programs participating through public schools or Head Start in the New Jersey Quality Rating Improvement System – Grow NJ Kids. This individual will work to develop collaborative relationships with Head Start and District staff in Hudson, Essex, Mercer, Middlesex, Monmouth, Ocean and/or Somerset Counties to ensure they are knowledgeable about the Grow NJ Kids process, implement and maintain the quality standards, and successfully achieve a quality rating.

This is a hybrid / remote position with presence at the office on occasion.

#### **MAJOR RESPONSIBILITIES:**

- Provide ongoing consultation to participating DOE & Head Start programs to ensure they are knowledgeable about the Grow NJ Kids process, from enrollment to rating, and throughout their continuous quality improvement (CQI) journey;
- Work collaboratively with DOE master teachers and HS quality specialists/coaches using various approaches such as:
  - Phone, email, and virtual face to face support as needed;
  - Monthly Peer Learning Communities;
  - Occasional On-site visits.
- Reflect, as thought partners, with DOE and Head Start representatives on their coaching practice with teachers to support ongoing improvement in classroom practices;
- Provide consultation on the Environment Rating Scale tools and how they are utilized in the Grow NJ Kids system for quality improvement and rating;
- Provide resources and strategies to DOE Master Teachers and Head Start Specialists so they can

successfully support participating schools in the quality improvement process (for e.g.: tracking PD of staff, tracking the various family meetings held and when, tracking timing for teacher assessments, understanding training requirements, documentation, etc;)

- Clarify any standards/documentation required for rating and quality improvement process;
- Continually provide programs with all up-to-date resources from DFD (funder) and Grow NJ Kids rating at CREEHS, Montclair State University, essentially, keeping programs "in the loop;"
- Support CQI efforts post-initial rating to encourage consistent maintenance of Grow NJ Kids standards and quality efforts;
- Maintain regular communication and collaborative relationships with other regional Technical Assistance Centers' District and Head Start TAS's;
- Monitor each participating program's activities, and progress. Maintain adequate documentation and complete quarterly data reports as required;
- Represent the program both outside and inside the agency;
- Fulfill other duties as assigned.

### **SKILLS & KNOWLEDGE REQUIRED:**

- Demonstrated experience & proficiency in 2 or more of the following areas:
  - **Infant/toddler classroom experience** – familiar with the Birth to Three Early Learning guidelines, Infant Toddler Environment Rating Scale (ITERS-3) and infant toddler curricula;
  - **Preschool classroom experience** –Familiar with NJ Preschool Teaching and Learning Standards, Early Childhood Environment Rating Scale (ECERS-3), and preschool curricula;
  - **Early Childhood Program Management** – good understanding of operational and business best practices of early childhood programs;
  - **Family Engagement expertise** – Familiarity with family engagement best practices.
- Understanding of GROW NJ Kids quality rating and improvement system, including related content knowledge, planning, process, and topical expertise;
- Familiarity with developmental screenings, national health and safety standards, nutrition and special diets, and knowledge of early childhood curriculum;
- Strong written and oral communication skills;
- Demonstrated ability to develop and foster collaborative relationships;
- Ability to plan, coordinate and facilitate meetings with proficient public speaking skills;
- Proven ability to build relationships with people at all levels;
- Awareness of and sensitivity to cultural diversity and its impact on planning and provision of services;
- Proficiency in program planning, development and implementation;
- Proficient in community organization and collaboration building;
- Ability to problem solve independently;
- Computer proficiency;
- Highly organized, motivated and flexible.

### **QUALIFICATIONS:**

Education and Work Experience: A Bachelor's degree in Early Childhood (or related field) with either 3+ years' experience working in a district-based preschool program, a former Abbott program and/or Head Start Programs or active experience in an early childhood program in the Grow NJ Kids process from enrollment through rating in any private early childhood program

**OTHER CONDITIONS OF THIS POSITION:** Travel throughout the state of New Jersey may occasionally be necessary; with a focus on Essex, Hudson, Mercer, Middlesex, Monmouth, Ocean and Somerset. Candidates must have a valid driver's license and personal vehicle. Hours occasionally may need to be flexible to allow for evening and weekend work, training, site visits or agency-related activities.

**TO APPLY:**

Please submit resume and cover letter explaining your interest in the position to [resume@preventchildabusenj.org](mailto:resume@preventchildabusenj.org). Be sure to include "District/Head Start TAS" and your last name in the subject line.

Prevent Child Abuse New Jersey is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity and protection from discrimination for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.

