



Position Title: **Technical Assistance Specialist - Early Childhood Coach**
Location: **GNJK Technical Assistance Center - Central Region**
Reports to: **Senior TA Specialist**
FLSA: **Full Time / Exempt**

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 Early Childhood Coach/TA Specialist is responsible for coaching, mentoring, and providing support to childcare centers participating in the Grow NJ Kids Quality Rating Improvement System (QRIS). This individual will guide childcare centers and family childcare providers serving children from infancy to kindergarten while working to improve the quality of their care in five categories: Safe, Healthy Learning Environments, Curriculum and Learning Environment, Family and Community Engagement, Workforce/Professional development, and Administration and Management.

This is a hybrid position with occasional presence at the office required.

MAJOR RESPONSIBILITIES:

- Support, mentor and coach childcare center directors, administrators, teachers, center staff, and Family Child Care Providers to help them improve quality by meeting the Grow NJ Kids quality rating and improvement system standards. This includes providing on-site, individualized technical assistance for multiple providers.
- Support programs through a self-assessment process, quality improvement planning, identification of needed training and resources, and ultimately support the program as they prepare for quality rating.
- Use a variety of assessment tools to support program improvement in various areas including environment (ECERS, ITERS, FCCERS), family engagement (Strengthening Families Self-Assessment), and program administration and business practices (PAS).
- Attend ongoing training to become certified and/or reliable raters in developmental screening tools and Environment Rating Scales (ECERS, ITERS, FCCERS). Use skills and knowledge gained in training to enhance TA services provided.
- Assist in the development and facilitation of webinars, peer learning communities, networking meetings and newsletters.

- Maintain site visit calendars to ensure obligations are efficiently planned, executed, and met with quality.
- Collect data and maintain documentation of all activities to guide performance and support outcomes.
- Work collaboratively with key stakeholders in region and statewide to promote & support Grow NJ Kids implementation. This includes facilitating ongoing relationships with Childcare Resource and Referral Agencies, partner TA Centers, Grow NJ Kids Training Services, County Councils for Young Children, NJ Workforce Registry, NJ Center for Quality Ratings, Health Consultants, Socio-Emotional Supports, Grow NJ Kids programs, and other school and community-based agencies.
- Represent the program both outside and inside the agency.
- Monitor each program's/provider's activities and progress.
- Submit monthly/quarterly data and progress reports.
- Fulfill other duties as assigned.

SKILLS & KNOWLEDGE REQUIRED:

- Demonstrated experience & proficiency in two or more in the following areas:
 - Infant/toddler – understanding of the Birth to Three Early Learning guidelines, knowledge of the Infant Toddler Environment Rating Scale and infant toddler curricula.
 - Preschool classroom expertise – understanding of NJ Preschool Teaching and Learning Standards, preschool curricula, and Early Childhood Environment Rating Scale.
 - Early Childhood Program Management – familiar with best business practices and/or the Program Administration Scale.
 - Family Engagement expertise – familiarity with Strengthening Families Protective Factors Framework (self-assessment, improvement planning, protective factors survey), home visiting, and parent representation on community councils.
- An understanding of GROW NJ Kids quality rating and improvement system that includes related content knowledge, planning expertise, process expertise and topical expertise.
- Knowledge and understanding of developmental screenings and working with children with special needs, inclusion practices, intervention strategies for children with challenging behaviors, national health and safety standards, nutrition and special diets, and higher-level early childhood curriculum expertise.
- Strong written and oral communication skills.
- Bi-lingual/Spanish fluency a plus.
- Proven ability to build relationships with persons at all levels.
- Awareness of and sensitivity to cultural diversity and its impact on planning and provision of services.
- Demonstrated expertise in program planning, development, and implementation.
- Demonstrated expertise in community organization and collaboration building.
- Demonstrated 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) and 3+ years' experience with early childcare and education, children and families or other related experience. Experience providing professional development to other adults is required.

Candidates must be able to demonstrate expertise through certification, endorsement, or practical experience in the following content areas: Learning Environment and Curriculum; Family and Community Engagement; Child Growth and Development: Infant/Toddler Mental Health; Program Organization and Management: Health, Safety and Nutrition; Special Education and/or Inclusion; Family Childcare.

Preference will be given to those meeting the criteria of NJ Technical Assistance Specialist within the NJ Workforce Registry Instructor Approval System.

OTHER CONDITIONS:

Travel throughout the state of New Jersey will be necessary; with a focus on Northeast Region (Essex and Hudson counties) or Central Region (Mercer, Middlesex, Monmouth, Ocean, and Somerset counties) Statewide travel will be required at times. Hours will 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. Be sure to include "TAS Central" 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.