



Position Title: **Senior Technical Assistance Specialist**
Location: **GNJK Technical Assistance Center - Northeast Region**
Reports to: **Program Manager, GNJK Northeast**
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 Senior Technical Assistance Specialist - Grow NJ Kids Technical Assistance Center is responsible for overseeing the comprehensive technical assistance provided to programs participating in Grow NJ Kids in the Northeast region (Essex and Hudson Counties). Grow NJ Kids is a critical component of New Jersey's Early Care and Education System to increase the quality of early care and education for all NJ children. Responsibilities include supervising and coaching a team of Technical Assistance Specialists in their work with center-based and family childcare providers, relationship building with infant, toddler and preschool programs and personnel, developing the program as a go-to resource for early care and education programs, and carrying a partial caseload. Anticipated outcomes include positively impacting the quality of early childhood programs resulting in more effective staff, an increase in parental involvement, and ultimately improved childhood outcomes.

This is a hybrid / remote position with presence regularly required.

MAJOR RESPONSIBILITIES:

- Supervise a team of full-time Technical Assistance Specialists and provide monthly reflective supervision to identify strengths, challenges, professional development needs, and to build staff skills and expertise.
- Support, mentor and coach Program Directors, administrators, teachers, and Family Child Care Providers to help them move effectively implement the Grow NJ Kids quality rating and improvement system standards. This includes providing on-site and virtual individualized technical assistance, in-class coaching and modeling, identifying and developing tools and resources that support quality, assisting the site with collecting and using data, classroom and teacher observation, supporting programs through the rating process and adhering to a Coaching Assessment Protocol.
- Conduct ongoing performance appraisals of all assigned staff.

- Facilitate regular team meetings.
- Monitor program activities, documentation, data entry, and service levels. Collect and review staff quarterly reports and assess program outcomes.
- Provide guidance to the participating early childhood education program as they complete the Grow NJ Kids Self-Assessment.
- Assist participating early childhood education programs in identifying goals and assessing the program's strengths and challenges. Assist participating programs through the development of a quality improvement plan, approvals of incentives, and rating request.
- Attend training to become certified and/or reliable raters in developmental screening tools, Environmental Rating Scales (ECERS, ITERS, FCCERS), Program Administration Scale (PAS), or other identified assessment tools. Use skills and knowledge gained during training to enhance TA services provided.
- Actively participate in monthly reflective supervision with the Program Manager
- Coordinate and facilitate annual webinars, networking meetings, and newsletters.
- Maintain site visit calendars to ensure obligations are efficiently planned, executed, and met with quality
- Work collaboratively with key stakeholders in region and statewide to promote & support Grow NJ Kids implementation. This includes facilitating ongoing relationships with the NJ Division of Family Development, the Grow NJ Kids Rating at CREEHS, Rutgers Training Services, local CCR&Rs, the Socio-Emotional Formation Initiative (SEFI), County Councils for Young Children, the NJ Workforce Registry, Grow NJ Kids programs and other school and community based agencies.
- Represent the program both outside and inside the agency.
- Monitor each program's/providers activities and progress.
- Submit quarterly data reports to program Manager.
- Assist Director in the preparation of annual reports for grant contracts.
- Fulfill other duties as assigned.

SKILLS & KNOWLEDGE REQUIRED:

- Demonstrated experience & proficiency 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 Environmental 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, cultural competency, 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;
- Proven ability to build relationships with persons at all levels;
- Confident leadership skills;

- 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;
- Pay excellent attention to detail and be timely with tasks and deadlines;
- Computer proficiency;
- Highly organized, motivated, and flexible.

QUALIFICATIONS:

Education and Work Experience:

A Master’s Degree in Early Childhood (or related field) and 3+ years’ experience with early childcare and education, children and families OR Bachelor’s degree in Early Childhood (or related field) and 6+ years’ experience with early childcare and education, children and families. Experience providing professional development to other adults required. Experience building and developing community networks required. Candidates must possess practical and managerial field experience and be able to demonstrate a history of successful leadership. Prior supervisory experience with direct reports is preferred.

Candidates must be able to demonstrate expertise through certification, endorsement and/or practical experience in one of 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.

OTHER CONDITIONS:

Travel throughout the state of New Jersey (with a focus on Northeast), valid driver license, and reliable vehicle are required. Hours will need to be flexible to allow for occasional evening and weekend work, in training, site visits or related activities.

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.