



Association for Supportive Child Care

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| Position Title: ASCC Training Program Assistant | Reports To: Program Coordinator |
| Status: Non-Exempt | Program: ASCC Training Department |

General Summary:

Provide training workshops and support services to early childhood providers, caregivers, and programs serving families and young children throughout Arizona. Promote ASCC services and quality child care environments.

Essential Duties/Responsibilities:

1. Develop training workshops on Health and Safety, Developmentally Appropriate Practices, and a broad range of early childhood topics for all types of child care providers.
2. Develop and distribute materials, resources, promotional materials, and schedules of training workshops.
3. Promote ASCC programs at community outreach activities.
4. Identify and recruit individuals in the field of early childhood education to receive training workshops and technical assistance.
5. Provide on-site training workshops and individualized technical assistance.
6. Present at conferences as assigned.
7. Represent ASCC at community meetings and events as required.
8. Write observation reports following on-site visits or training workshops.
9. Complete end of the month summary of services, assist with grant writing, and complete reports as assigned.
10. Act as a liaison to state and local agencies such as Arizona Department of Economic Security (DES), Arizona Department of Health Services (DHS), and Arizona Department of Education (ADE), Arizona Workforce Registry, as requested by the Program Coordinator.
11. Complete computer and telephone work accurately and in a timely manner.
12. The ability to work cooperatively with other staff members and the community.
13. The ability to maintain objectivity. Includes the knowledge and ability to maintain confidentiality and high ethical standards.
14. Attend all staff and agency meetings.
15. Other duties as assigned by the ASCC Program Coordinator, Program Manager and/or Chief Executive Officer.

Minimum Qualification:

1. Bachelor's Degree from an accredited college or university in Early Childhood Education

or related field.

2. Five years of related work experience in diverse settings in the early childhood field.
3. Register with the Arizona Early Childhood Workforce Registry and, at a minimum, meet Lattice Level criteria for the position per funding requirements. (Currently F3-H3)
4. Ability to travel throughout the state, have a current and valid Arizona Driver's License, current vehicle insurance, and have reliable transportation, by automobile, available at all times.
5. Bilingual Preferred
6. Obtain (within 90 days of employment) and maintain a fingerprint clearance card.
7. To meet the agency insurance requirements, a copy of your most recent 39-month Motor Vehicle Record is required to be submitted upon hire. No more than one (1) at-fault accident or two (2) moving violation tickets that are not listed under the "major ticket" category, as defined by ASCC insurance company (list available upon request) may be on your 39-month driving record.
8. Flexibility to work evenings and weekends as needed.
9. Ability to lift 25 lbs.

Knowledge and Skills:

1. Demonstrate and implement a thorough knowledge of child development, developmentally appropriate practices, positive guidance and discipline, child-centered approaches, health and safety and state licensing standards.
2. Stay current with new early childhood information and research.
3. A thorough understanding of the needs of young children and families.
4. Knowledge of what constitutes quality child care environments and how child care programs can effectively and efficiently provide such care.
5. Knowledge of quality assessment and programs.
6. Knowledge of community resources
7. Knowledge and use of computer technology.
8. The ability to communicate professionally and effectively both verbally and in writing.
9. The ability to work independently and as team member.
10. Maintain a professional appearance in accordance with agency policy.
11. Demonstrate passion and commitment to the agency's mission in early childhood.
12. Ensure the professional appearance of the office environment is maintained.

NOTE: The statements above are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Signed: _____ Date: _____