**Job Description**

Puget Sound Educational Service District

**Coordinator, Technical Assistance**

**Purpose Statement**

The job of Coordinator, Technical Assistance is done for the purpose/s of supporting the activities of the Early Learning program; participating in the organization and delivery of comprehensive early learning services; providing technical assistance and professional development to early learning subcontractors; promoting the program within the community; and supporting the ongoing needs of participating children and families.

This job reports to Assigned Administrator

**Essential Functions**

* Advocates and collaborates with community agencies for the purpose of supporting child, family, and program outcomes.
* Assists staff in identifying family and child needs for the purpose of developing a partnership plan to deliver program support and remove barriers to child's success and family’s development, utilizing family support principles of the whole child approach.
* Collaborates with others for the purpose of enhancing relationships with community agencies which serve homeless children and/or ensuring that services are delivered in compliance with governance requirements.
* Conducts onsite assessments and monitoring for the purpose of improving service delivery and ensuring compliance with program, state, and federal regulations.
* Consults with staff about suspected incidents (e.g., physical, sexual and/or substance abuse, contagious diseases, etc.) for the purpose of reporting to appropriate parties to maintain child's/family's personal health and safety and adhering to ECEAP or Head Start policy, district and/or school policies.
* Designs and delivers training on pertinent topics to program staff for the purpose of disseminating information, promoting skill development, and offering opportunities for peer consultation.
* Develops relationships with others (e.g., ESD staff, community, and public agencies, etc.) for the purpose of building resources and expanding program capabilities and service provision.
* Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency’s End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
* Monitors assigned program activities (e.g., activities, budgets, quality assurance activities, etc.) for the purpose of meeting the needs of Head Start or ECEAP children and families and delivering services in conformance with department objectives.
* Organizes and analyzes data, develops, and maintains a variety of manual and electronic documents, files, and records for the purpose of providing required information and/or documentation.
* Participates in workshops, meetings, community events, conferences, etc. for the purpose of conveying and/or gathering information required to perform functions and to form community partnerships.
* Prepares a variety of written materials (e.g., program assessments/evaluations, work plans, newsletter articles, etc.) for the purpose of training, documenting activities, providing written reference and/or conveying information and sharing best practice.
* Provides data-informed technical assistance to subcontractors regarding program standards and regulations for designated content area (e.g., disabilities, education, family engagement, health, nutrition, multilingual services, mental health or P3, etc.) for the purpose of enhancing program service delivery and implementing best practices.
* Responds to inquiries from a variety of sources (e.g., family support staff, center director and staff, parents, community agencies, auditors, etc.) for the purpose of providing information, technical assistance, and/or direction.
* Supervises personnel (e.g., provide coaching and consultation on technical issues, adaptive challenges, personnel matters, strategic opportunities, career goals, professional development, job performance, etc.) for the purpose of advancing the development of effective leaders and high performing teams and achieving agency and departmental objectives.

**Other Functions**

* Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

**SKILLS** are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

**ABILITY** is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include:

**ANTIRACIST LEADERSHIP COMPETENCIES**

**CULTURAL PROFICIENCY**: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's End and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

**RACIAL EQUITY ADVOCATE**: Recognizes, supports, and engages in dismantling institutional racism. Partners with and is accountable to those with whom we are in a transformational relationship, including children, families, and communities of color.

**RACIAL EQUITY MINDSET**: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

**TRANSFORMATIONAL VALUES**: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency’s culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

**JOB-SPECIFIC COMPETENCIES**

**CHILD GROWTH AND DEVELOPMENT**: Demonstrates knowledge and expertise related to child/youth development and growth.

**FUNCTIONAL/TECHNICAL SUBJECT MATTER EXPERT**: Possesses required functional/technical knowledge and skills to perform job responsibilities. Demonstrates active interest and ability to maintain level of knowledge and enhance and apply new functional skills.

**KNOWLEDGE SHARING**: Imparts relevant information to others to increase understanding and overall Agency effectiveness and alignment.

**PLANNING, ORGANIZATION, AND PRIORITIZATION**: Assesses the work to be performed, and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.

**RECORDKEEPING AND DOCUMENTATION**: Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience**: Job related experience with increasing levels of responsibility is desired

**Education**: Bachelor’s degree in job-related area

**Equivalency**: AA Degree with increasing levels of job-related experience may substitute for BA/BS Degree (must commit to obtain BA degree within 3 years of hired date).

**Required Testing Certificates and Licenses**

**Continuing Education / Training** **Clearances**

 Criminal Justice Fingerprint/Background Clearance

 Proof of physical examination including TB screen

**FLSA Status Approval Date Salary Grade**

Non-Exempt