



Job Title: TRAINING AND TECHNICAL ASSISTANCE (ECE-T&TA) MANAGER

Employment Status: Full Year – Full Time

Salary Classification: Exempt

Reporting Relationships: T&TA Manager reports to the Compliance Director

Direct Staff Supervised: None

Summary of Job: The T&TA Manager strengthens and promotes all ELNC programs through professional development supports including technical assistance, training and consultation. The T&TA Manager has primary responsibilities in the development and delivery of specific competency based training, mentoring and technical assistance associated with center-based programs providing support services to families with young children. In addition, the T& TA Manager is responsible for overseeing the ELNC CDA credentialing process.

Other Key Relationships: The T&TA Manager will also interact with and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Facilitate and/or coordinate grantee and delegate pre-service training and annual training In order to achieve success in program design, family engagement, curriculum usage, best practices in home visiting, group socialization meetings, and other ECE related program areas.
- Work in coordination with ELNC program team to develop individual technical assistance plans as needed.
- Develop Individual Professional Development Plans and group training programs that address specific needs
- Collaborate with Program Directors and Finance team in managing the training budget
- Coordinate and support event planning with co-trainers to ensure development of working agendas, assistance with presentation outlines, design and content focus, development of appropriate pre-and post-training methods and activities.
- Serve as a consultant as requested to ELNC staff in the ongoing training and technical assistance of established ELNC programs
- Collaborate with other ELNC staff to ensure quality and consistency in the implementation of program enhancements.
- Management of agency training components on database systems and learning management systems such as MiRegistry.

- Maintain coordinated tracking system for training components of the agency and ensure completion of areas of trainings with ELNC Staff and ELNC Partner Staff
- Oversee and develop in coordination with ELNC program Directors annual agency Training and Technical Assistance Plan.
- Develop training focused on best practice that meets the needs of diverse adult learners.
- Oversee all aspects of the ELNC CDA credentialing process.
- Drive agency's mission and values through all training and development activities
- Perform other job-related duties as requested.

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadliness.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge, Skills, & Abilities

- Ability to utilize agency resources, technology and library to appropriately answer questions and provides guidance to staff and parents.
- Ability to train and provide presentations to large and small groups.
- Ability to use internet based database systems and Microsoft Office suite programs.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work independently as well as in a team environment.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage work load and deadlines.
- Excellent diagnostic and problem solving skills.
- Ability to meet the needs of all children specifically those with special needs, challenging behaviors, at risk, gifted and culturally diverse populations.
- Regular sitting, working at computer keyboard and desk, standing to file misc. documents in filing cabinet. Occasional bending, stooping and lifting up to 25 lbs.

Minimum Required Education and Experience:

- Bachelor's degree Early Childhood Education, Child Development or related field (Essential)
- Experience with developing and creating interactive professional learning modules or trainings (Essential)
- Ability to be an approved trainer through MiRegistry (Essential)
- Current enrollment in the Child Care Division- Central Background Registry
- 3 years teaching experience working with vulnerable children and families

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects