

JOIN OUR TEAM!  
-BE A PART OF OUR STORY-



## CCR&R Training & Technical Assistance Specialist

**PAY RATE:** \$19.07 to \$26.54 Starting pay is: \$19.07

**LOCATION(S):** Belmont, NY

**WORK YEAR:** 12 months, non-exempt

**WORK HOURS:** 8:00am - 3:30pm Monday through Friday; occasional evenings and weekend hours required

**JOB SUMMARY:** Plans, coordinates, and delivers training, technical assistance, and intensive technical assistance to early childhood professionals and parents in service delivery area. Coordinates service delivery with Child Care Services staff ensuring training, technical assistance and intensive technical assistance is delivered in accordance with the Standards of Excellence standards.

**QUALIFICATIONS:** Bachelor's degree in Early Childhood Education, Human Services, or related field.  
License Requirements: Current, valid driver's license and clean driving record.

### EXPERIENCE:

Three years' experience in providing quality child care; and three years' experience in providing content area training and technical assistance in early childhood education with a NYS Early Learning Trainer Credential; or equivalent combination of education and experience.

**JOB DESCRIPTION:** Assists early childhood educators. Assesses program quality and professional development needs. Develops quality improvement plans and provides training and technical assistance in achieving goals and objectives.

Assures access to and completion of required training by providing or coordinating the delivery of training, technical assistance, and intensive technical assistance to early childhood educators and parents in the service delivery area.

Collaborates with regional training and technical assistance professionals to meet regional training needs.

Seeks additional resources through resource development activities in the areas of training needs and technical assistance for child care providers.

Coordinates training related activities and special initiatives that result from such activities.

*Everyone is welcome here. We are actively seeking diverse candidates to join the ACCORD team and encourage applications from candidates of color. ACCORD is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.*

# JOIN OUR TEAM!

## -BE A PART OF OUR STORY-



Implements and processes quality improvement grants after assessing program individualized needs of and Licensed/Registered/Legally exempt Providers.

Conducts training evaluations, collects data, and tracks program satisfaction outcomes for reporting purposes. Maintains required training credentials that include the NYS Early Learning Trainer Credential and other early childhood credentials as required.

Maintains and implements professional and technical knowledge by attending training, establishing professional networks, and documenting training attendance.

Promotes a positive agency image and credibility by adhering to our code of conduct.

Assures effective risk management practices by identifying and reporting potential safety, ethical, and legal concerns.

Contributes to team effort by accomplishing program goals and completing other duties as assigned.

### ACCORD BENEFITS:

- This is a full-time twelve-month position.
- Choice of 2 medical plans (co-pay or high deductible with health savings account option)
- Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment)
- 12 paid holidays
- Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
- Professional development advancement opportunities

### SUBMIT COVER LETTER, RESUME, & ACCORD APPLICATION TO:

**MAIL:** TRINA LAFLEUR, HR DIRECTOR  
ACCORD CORPORATION  
P.O. BOX 573 | 84 SCHUYLER STREET  
BELMONT, NY 14813  
**EMAIL:** [tlafleur@accordcorp.org](mailto:tlafleur@accordcorp.org)  
**FAX:** 585-268-7607

*Everyone is welcome here. We are actively seeking diverse candidates to join the ACCORD team and encourage applications from candidates of color. ACCORD is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.*