

## Position Description - Unclassified

### Position Status:

Position Title		Position Number
Project Specialist, Bilingual, CCR&R TA		E99907
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 mos.	07/01/21-06/30/22	Exempt
Position Type	Regular/Short-Term	
Full-Time	Regular	
Work Location	Department/Division	
Remote option with approval	The Research Institute	
Reports to	Reports to Position Number	
Director, Center on Early Learning and Youth Development	E800914	
Incumbent	University ID #	
TBD		

### Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The Research Institute (TRI) houses two Centers focused on informing and facilitating change in educational and human service systems to improve the quality of life for all individuals. Funded through external grants and contracts, the Centers conduct programs of research, develop evidence-based interventions that are provided through technical assistance and professional development, and increase system capacity to effect change. TRI was established in 1961 at WOU and has research partnerships throughout Oregon and the nation. TRI is committed to promoting and supporting an environment which values and affirms equal opportunity, diversity, and inclusive practices. TRI is committed to creating a safe environment to have dialogue with our co-workers, partners and those who receive our services about how to best address the implicit bias that exists. TRI is committed to creating an anti-racist workplace that is fully inclusive by disrupting systemic racism and dismantling barriers for people of color in the workplace.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p><b>Project Specialist:</b>          Project Specialists participate as members of a collaborative team working on a variety of projects within the TRI's Center on Early Learning and Youth Development (CELYD). Project Specialists provide a continuum of services and products across the early learning system in Oregon. CELYD engages in Early Learning and/or Youth Development at the state level which requires a specialized knowledge and skills as well as an ability to navigate change, emergent needs and the expectations of system work. Project Specialists are expected to use culturally responsive, innovative best practices across a variety of duties including: program and process development, systems collaboration, change and alignment, program assessment and observation, system communications, leadership and facilitation, and training and technical assistance. TRI staff are expected to engage in continual learning in anti-racism, equity, diversity, inclusion and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university's equity work and goals. Project Specialists:</p>



- Work collaboratively in a team environment. Facilitate, participate in and contribute to project meetings, seminars, workshops and other gatherings as needed
- Provide technical assistance and professional development activities for Oregon’s Early Learning system
- Gain and maintain a working knowledge of Oregon’s early learning system and initiatives and gaining knowledge and applying learned skills to interrupt systemic oppression and lead project staff on challenging bias and supporting diversity, equity and inclusion
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds

**Bilingual Child Care Resource and Referral Technical Assistance Specialist (CCR&R TA)**

Western Oregon University reserves the right to change this position description at any time. | Created on / Revised: CCR&R TA Specialists support 15 regional CCR&R across Oregon by providing technical support to support the mission of CCR&Rs. CCR&R TA Specialists work closely with regions to develop professional development and technical assistance plans to support their work while developing relationships with staff. CCR&R TA specialists navigate the early learning system by understanding the key roles and responsibilities of systems partners to support early learning professionals and programs in Oregon. Some key Early Learning System partners are Oregon Department of Human Services, Inclusive Partners, 211info, Office of Child Care and Oregon Center for Career Development.

Bilingual staff may be asked to use both languages across all duties and activities as needed. Bilingual staff will provide translation and interpretation in a culturally responsive manner as needed for this position.

**Position Information and Qualifications:**

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
60%	Provide tiered technical assistance (TA) and professional development activities to CCR&R agencies and other partners in English and Spanish including: <ul style="list-style-type: none"> <li>• New staff orientations</li> <li>• Focused Child Care Network Support and/or Essential Fellowship support</li> <li>• TA Liaison</li> <li>• TA planning and implementation of TA Plans</li> <li>• Targeted, Intensive, Universal and Emergent TA</li> </ul>
25%	Participate as a member of the project teams and workgroups including the TA Team, CCR&R Team and CELYD teams. Work collaboratively and: <ul style="list-style-type: none"> <li>• Participate in regular meetings</li> <li>• Contribute to the planning, development and/or refinement of project forms, processes, products, materials, publications, and reporting</li> <li>• Design, develop, produce, and present training materials TA, workshops, conferences, webinars, videos, and other products as assigned.</li> </ul>
10%	Build and maintain partnerships with Early Learning System partners <ul style="list-style-type: none"> <li>• Participate and facilitate meetings</li> <li>• Collaborate on system goals and projects</li> </ul>



<p>5%</p> <p>As needed:</p>	<p>Gain and maintain a working knowledge of Oregon’s Early Learning System and initiatives and</p> <ul style="list-style-type: none"> <li>● Understand the data systems that support the work of early educators including Find Child Care Oregon</li> <li>● Build and apply skills to interrupt systemic oppression</li>   <li>● Represent project meetings with local, state, and national partners</li> <li>● Deliver presentations/workshops at local, state, and national conferences</li> <li>● Contribute to the development of competitive proposals for a wide range of funding agencies</li> <li>● Other duties as assigned</li> </ul>
-----------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**B. Required Qualifications**

*List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.*

- Combination of experience and education equivalent to a bachelors and 3 years of experience related to the duties of the position
- Proficient oral and written communication skills in English and Spanish and great customer service skills
- Experience with Spanish speaking communities
- Experience working with and/or communicating with system partners
- Ability to be flexible and adapt to changes and emergent needs
- Ability to manage a variety of tasks and produce high quality work under tight deadlines
- Ability to communicate with a wide variety of individuals and groups, including providers, work team, program personnel, and administrators from diverse backgrounds
- Ability to apply system thinking and pay attention to detail
- Ability to work independently and as a member of a team

**C. Preferred Qualifications**

*Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.*

- MA or MS in Early Childhood Education or related field
- 5 or more years early childhood or related field work experience
- Experience working within database systems such as Find Child Care Oregon, CCRIS, OR-Kids or other related systems
- Experience with translation and/or interpretation
- Experience coaching, consulting or providing technical assistance
- Experience working with child care quality standards and quality rating and improvement systems
- Experience using program/classroom/staff observation tools (e.g. CLASS, ERS) and providing feedback
- Bicultural or multicultural
- Proficient oral and written communication skills in Russian, Chinese, Somali, Arabic or Vietnamese
- Experience in adult education and providing professional development
- Experience in the development of curricula, training materials and/or publications

**D. Knowledge Areas**



- Knowledge of the use of common computer-based technology such as, Microsoft Office, Google Suite, web-based meeting software, etc.
- Early Childhood Education
- Knowledge of Oregon’s early learning system
- Culturally responsive practices

**Budget Authority:**

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
	Delegated authority to monitor budget	\$
	Limited approval authority for purchase	\$
x	Purchase only with higher level approval	\$

**Supervisory Authority:**

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

	Hire		Assign Work
	Transfer		Recommend salary adjustments
	Discipline		Approve requests (i.e. leave)
	Dismiss		Respond to complaints/grievances
	Layoff		Conduct performance assessments
	Promote	x	Give Direction

**Positions Supervised:**

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
Unclassified staff		
Student Employees (average per term)		
Other (specify)		

**Decision Making Authority:**

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

No decision-making authority to formulate, implement, evaluate, approve and/or modify department/university policy, procedures, and/or program

**Additional Information:**

List any additional information that would help describe the nature of the position.
All TRI salaried employees are considered exempt from overtime
This position is contingent upon successful enrollment in the Oregon Department of Education Early Learning Division Central Background Registry (CBR)
Specialist must successfully complete the WOU Driver Authorization, and have access to reliable transportation
This position is grant funded
<b>TRI Mission:</b> The Research Institute (TRI) at Western Oregon University improves the quality of life for individuals by facilitating positive change in education, health, and human services systems.
<b>WOU Diversity and Respect Values:</b> Equity and inclusion; a fundamental basis in human diversity; appreciation for the complexity of the world; strength drawn from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression.

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
NBAPBUD/NBAPOSN			



	NBAJOBS
	PEAFACT
	Electronically Filed