

# Position Description

Position Title		Today's Date
Project Specialist- CCR&R Technical Assistance Specialist		12/7/2023
Appointment (9mos. / 12 mos. / Other)	FLSA	
12 mos	Exempt	
Position Type	Work Location	
Full-Time	Hybrid/Remote	
Department/Division	Position Number	
The Research Institute	E80042	
Reports to	Reports to Position Number	
Technical Assistance Coordinator	E99976	

## SUMMARY

A brief summary of the position here.

The Research Institute (TRI) houses three 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.

### Project Specialist:

Project Specialists participates as members of a collaborative team working on a variety of projects within the TRI's Center on Workforce and System Development. Project Specialists provide a continuum of services and products across the early learning system in Oregon. The Center on Workforce and System Development 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:

- 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

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

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.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

<b>JOB DUTIES</b>		
<b>JOB DUTIES</b> (Please ensure the total of “% of Time” equals 100%)		
<b>% of Time</b>	<b>Duties / Responsibilities</b>	<b>Essential or Incidental</b>
60%	Provide tiered technical assistance (TA) and professional development activities to Early Educators and Child Care Resource and Referral Staff and other partners, including: <ul style="list-style-type: none"><li>● System Orientations: ERDC, ORO, CCR&amp;R, DHS, and additional system partners</li><li>● Training and Technical Assistance plan</li><li>● Essential Fellowships</li><li>● Targeted, Intensive, Universal and Emergent TA</li></ul>	Essential
25%	Participate as a member of the project teams and workgroups, including the CCR&R TA Team, CCSO Team and Center 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>	Essential
10%	Build and maintain partnerships with Child Care Resource and Referrals: <ul style="list-style-type: none"><li>● Participate and facilitate meetings</li><li>● Collaborate on system goals and projects</li></ul>	Essential
5%	Gain and maintain a working knowledge of Oregon’s Early Learning System to include understanding the data systems that support the work of early educators such as Find Child Care Oregon, CCRIS-P, Oregon Registry Online, DELC.	Essential

As needed	<ul style="list-style-type: none"> <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>	Incidental
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**QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Qualifications**

- 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

**Preferred Qualifications**

- 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 Spanish, 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

**EDUCATION and/or EXPERIENCE**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Education			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Bachelor’s degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Combination of experience and education equivalent to a bachelors and 3 years of experience related to the duties of the position

Master's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Experience		Type of Experience	
Years of Experience	Required	Preferred	
<input type="checkbox"/> No experience			
1-2 years	<input type="checkbox"/>	<input type="checkbox"/>	
3-5 years	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Professional work experience in childhood care and education (birth to age 12) and/or other relevant experience such as home visiting, state or federal government, CCR&R, human/social services, assessment work, or child care licensing
6-8 years	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Professional work experience in early childhood or related field work experience
9-10 years	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
10+ years	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

CERTIFICATES, LICENSES, REGISTRATIONS		
(Select all that apply)	Required	Preferred
<input checked="" type="checkbox"/> None		
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>
Professional license	<input type="checkbox"/>	<input type="checkbox"/>
Registration	<input type="checkbox"/>	<input type="checkbox"/>
Certification	<input type="checkbox"/>	<input type="checkbox"/>
Please specify required professional license(s), registration(s), and or certification(s), if applicable: Click or tap here to enter text.		

SUPERVISION		
The practice of oversight given to others. Supervision typically includes directing work activities, counseling, disciplinary actions, hiring, firing, salary actions, performance appraisal, training, etc.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input checked="" type="checkbox"/>
Level 2	<b>Lead Capacity:</b> Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make	<input type="checkbox"/>

	employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>
Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
If supervisor position, please list direct reports to employee:		
<u>Employee(s)</u>	<u>Job Title</u>	

\*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY	
For full definitions of terms in the drop down lists please see the PD user guides.	
Scope of Decisions Made:	Policy Driven
Impact of Decision Made:	Position
Autonomy and Discretion:	Independent Work, Results Defined
Fiscal Authority:	None
Fiscal Responsibilities:	None
Operating Budget (\$):	\$ Click or tap here to enter text.
Grant funding (\$):	\$ Click or tap here to enter text.
Number of Grants:	Click or tap here to enter text.
Foundation Funding (\$):	\$ Click or tap here to enter text.
Number of Foundation Funds:	Click or tap here to enter text.
Agency Funding (\$):	\$ Click or tap here to enter text.

WORKING CONDITIONS	
<b>Typical Work Functions*</b> (check all that apply)	<input type="checkbox"/> Balancing <input type="checkbox"/> Climbing <input type="checkbox"/> Crouching/ Stooping <input type="checkbox"/> Feeling/Handling <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Reaching  <input type="checkbox"/> Repetitive movement <input checked="" type="checkbox"/> Speaking <input type="checkbox"/> Squatting <input checked="" type="checkbox"/> Telephone Use <input checked="" type="checkbox"/> Walking/Running
	<input type="checkbox"/> Carrying <input type="checkbox"/> Crawling <input type="checkbox"/> Driving <input checked="" type="checkbox"/> Keyboarding/Computer Use <input type="checkbox"/> Pulling/Pushing <input type="checkbox"/> Regular interaction with customers <input checked="" type="checkbox"/> Sitting <input type="checkbox"/> Specific Work Schedule <input checked="" type="checkbox"/> Standing <input type="checkbox"/> Twisting/Bending <input checked="" type="checkbox"/> Writing
	<input checked="" type="checkbox"/> Normal office environment
	<input type="checkbox"/> Animals/Wildlife

<b>Typical Working Environment and Hazards*</b> (check all that apply)	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input checked="" type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input type="checkbox"/> Weather Extremes	

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	Click or tap here to enter text.
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	Click or tap here to enter text.

**ADDITIONAL REQUIREMENTS**

**Background/Education Check:** A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

**Equal Employment Opportunity:** Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

**Accommodation Requests:** Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

**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 #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code

**Actions Taken**  
 NBAPBUD/NBAPOSN    NBAJOBS    PEAFACT    Electronically Filed

**NOTES:**