



Quality Coach/Technical Assistance Specialist Step Up to Quality

Action for Children (AFC), central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Step Up to Quality (SUTQ) team. Drawing on your knowledge of early childhood care and education, you will provide coaching and support to child care program administrators who are beginning the SUTQ process, are renewing their star level or working toward achieving a higher rating. Specialists also provide linkage to professional development opportunities. This position involves work in AFC's seven counties: Franklin, Madison, Pickaway, Fairfield, Licking, Delaware and Union. This is a full-time position, requiring day travel and scheduled evening/weekend hours.

Successful candidates will have:

- BA/BS in Early Childhood Education; Human Development & Family Studies, Human Ecology or related field
- Must meet Ohio Approval instructor requirements (<https://occrpa.org/wp-content/occrpa/opr/opr-overview-instructor-approval-application-user-guide.pdf>)
- Minimum two years of experience instructing adults
- Minimum three years of experience in Early Childhood Care & Education field, with a minimum of one year of experience working directly with children
- Experience as a child care administrator/Family Child Care provider strongly preferred
- Experience with obtaining a rating through SUTQ
- Demonstrated ability with use of technology to increase job efficiency
- Proficiency with Microsoft Office Suite
- Prior experience using a database system preferred
- Ability to work with -people of various backgrounds and cultures
- Knowledge of/proficiency with Ohio Child Care Licensing and Quality System (OCLQS) and Ohio Professional Registry (OPR) preferred

We seek a self-starter who is creative, flexible and has earned a reputation as a team player. You will have demonstrated strong skills in written and verbal communication, building rapport, analysis and problem-solving. You must be committed to the success of the program and the team, dedicating the time necessary for team meetings and agency events.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal opportunity employer.

HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, Action for Children, 78 Jefferson Ave., Columbus, OH 43215 or jobs@actionforchildren.org. No phone calls please.