



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Senior Staff Assistant – Bilingual early Childhood Education
POSITION NO.	502878
LOCATION	Warwick Campus
REPORTS TO	RI Early Childhood and Education Training Program Director
GRADE	PSA 8
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	October 2024

JOB SUMMARY:

The purpose of the CCRI Department of Human Services is to teach students to function as competent, ethical Human Services practitioners and educators prepared to fill a variety of entry level positions in a diverse society, well equipped to pursue a Baccalaureate degree in their chosen profession. Each concentration is designed to facilitate professional development and job market preparation balanced with courses that reflect the more traditional requirements for a well-rounded liberal arts education. The R.I. Early Childhood Education and Training Program (RIECETP) The Rhode Island Early Childhood Education and Training Program (RIECETP) is a comprehensive and unique program that strengthens the knowledge and skills of both seasoned and novice early childhood educators through supportive mentoring, coaching, cohort based

learning and formal academic course work. Additionally, this position provides academic tutoring and technical assistance support (ENG/Spanish) to all RIECETP students enrolled in the 12-credit and CDA training programs

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate commitment to the community college mission and its diverse student populations
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others in a diverse and inclusive environment
- Work collaboratively in a diverse, inclusive, and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences

Academic Tutoring and Program Support:

- Provide English/Spanish individual and group tutoring sessions, to all ECETP students
- Provide academic tutoring and technical assistance to support students to successfully complete assignments and to meet program expectations
- Facilitate both in-person and virtual individual and group tutoring sessions year-round, on weekends and evening hours
- Record and report student participation and outcomes data
- Maintain time and effort reports

Teamwork/Collaboration Skills:

- Collaborate with RIECETP Program Director, Instructors, and Lead Mentor to identify individual and general academic needs and strategies to support success
- Coordinate with RI TEACH manager and staff to report and track CDA student progress, assist CDA students to follow through with initial TEACH and CDA application and renewal process and IPDP development
- Assist with other RIECETP administration program activities as needed

Computer Skills/Expertise:

- Proficient in Google Classroom from both the instructor and student perspective; including but not limited to documents, materials, quizzes, surveys, videos, internet searches (can provide tutoring for Spanish and English-speaking students.)

- Demonstrate experience working with bilingual adult students
- Demonstrate communication, organizational and interpersonal skills
- Working Knowledge of Adobe InDesign, Boardmaker and Microsoft Office Suite
- Demonstrated knowledge of the Early Care and Education, Child Development Certificate (CDA) curriculum and process
- Demonstrate knowledge of the DHS- Office of Child Care CCBDG rules and regulations, State plan goals and ECE Strategic plan; DHS ECE licensing standards, RI QRIS, IPDP development, RI ECE workforce pathways, and supports including PD and TA resources and the T.E.A.C.H. scholarship program

Recruitment and Availability:

- Must be able to work a flexible calendar year schedule, including evening and weekend hours
- Available to attend evening CDA class or part of class as needed by the instructor
- Attend monthly supervision and staff meetings. Meet with the Program Director to discuss student progress, recommendations; attend grant related meetings and other meetings as directed
- Participate in active and continuous professional development, related to role and responsibility
- Assist in RIECETP grant related activities, such as recruitment, orientation and other administrative tasks as needed
- Other duties as required

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bilingual, fluent in Spanish language
- Minimum Associates Degree
- Minimum 3 years' experience and knowledge of the CDA process
- At least 3 years of tutoring and technical assistance working with adult learners experience required with English and Non-English speaking adults
- Proficient in Google Classroom from both the instructor and student perspective. Knowledge and understanding of and can tutor the CDA content in connection with Google classroom; documents, materials, quizzes, surveys, videos, internet searches (for Spanish and English-speaking students.)
- Working Knowledge of Adobe InDesign, Boardmaker and Microsoft Office Suite
- Ability to demonstrate a working knowledge of RI Workforce Knowledge Competencies and RI Early Learning Development Standards and DHS Office of Child Care ECE CCAP and Licensing Regulations
- Travel to multi-campus locations, center-based and family home care providers
- Experienced in facilitating vetted trainings and workshops
- Finalists are required to provide official college transcripts

PREFERRED QUALIFICATIONS:

- The most suitably qualified candidate will possess the following competencies: Microsoft Word, Excel, PowerPoint, MS Outlook, proficient in Google Classroom from both the instructor and student perspective
- Must have access to and use of own transportation

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.