



PASO Lead Tia Job Description

Reports to: The CSPC PASO Lead Tia reports directly to the Director of Operations.

Scope of Responsibility: To assure that the Jeffco PASO program runs smoothly and efficiently and that providers get all of the training and technical assistance to upgrade the quality of care that they provide to children.

General Understanding: Tia's are not trained psychologists nor are they trained therapists. They are conveyors and facilitators of information on early care and education based on a curriculum that has been designed to provide basic information and alignment to the Child Development Associate Credential 120 hour requirements. The Tia's are required to conduct further research on their own to gather more in-depth information of particular curriculum themes. In addition the Tia's are responsible for the following specific duties and responsibilities:

The Lead Tia will assist the DO in the administrative responsibilities of the overall Jeffco PASO program. Which include developing community connections, securing a space and time for both trainings and childcare.

Qualifications:

1. Demonstrated Childcare experience
2. Bilingual/bicultural (Ability to speak, read, write in English & Spanish)
3. Reliable transportation (Proof of Auto Insurance)
4. High School Graduate (Can be a GED or from country of origin)

Desirable/Preferred:

- ❖ 2yr Degree from a 2 year College with emphasis on ECE.



Training:

- Assure that all logistics for the training sessions and special events are completed
- Assure that all session materials are available
- Conduct further research on session topic if necessary
- Develop Power Point presentations if needed
- Contact all of the providers assigned to each Tia before each session
- Document excused absences and the reasons for the excuse
- Have sign in sheets available
- Arrange for food and childcare
- Purchase of materials with approval of Coordinator

Evaluation responsibilities:

- Collect all pre and post training session evaluation forms
- Collect all attendance forms
- PASO provider registration
- Collect all of the provider information
 - Child Registration form
 - Release of information



- Photo and video permission forms
- Child attendance

Home Visits:

- Prepare for home visits
- Conduct one provider home visits after each training
- Conduct a follow –up provider home visit if needed after each training session
- Complete the home visit log and submit to the PASO coordinator
- Be prepared to discuss the home visit log at the weekly staff meeting
- Conduct a Protocol to Evaluate Progress Environment and Interaction (PEPEI) at the start and near the end of training for each provider

Special Events:

- Spouse appreciation dinner
- Posada
- PASO parent conference
- PASO graduation

General Administration:

- Mondays and Tuesdays are reserved as special general administration days:
 - Data entry
 - compilation of information from the sessions



COLORADO STATEWIDE PARENT COALITION

PARTNERS IN EDUCATION

- financial information, i.e. credit card reconciliations, mileage, etc
- Session preparation
- Staff and PASO meetings
- Assist with any pertinent activities that affect the PASO Program and CSPC