

# **JOB OPENING**

LeCroy & Milligan Associates, Inc.

## **Position: Research Assistant/Interviewer**

**Description:** This position will be responsible for collecting data state-wide for a research study about how the procedures and content of Arizona's early care and education system are working to improve the quality of early care and education that children receive and to support children's developmental outcomes. Assessments take place at early care and education (ECE) programs (such as child care centers and school-based pre-kindergarten programs). Data collection for the research project begins in March 2016 for approximately three months.

**Position Summary:** Assessments will be conducted within pre-school, early childhood settings. The position is temporary and 20-40 hours per week through late May. Must have CLASS Pre-K Certification or be willing to travel in early March for paid training. The hourly rate for this work is \$20 per hour and mileage will be reimbursed.

**Location:** Assessments will take place throughout Arizona (a majority of observations will be in Maricopa County).

### **Responsibilities:**

- If necessary, attend 5 days of training on the child assessment tools and establish reliability on the assessment instrument(s).
- Conduct classroom observation assessments on-site at ECE settings using standardized Classroom Assessment and Scoring System (CLASS).
- Schedule on-site assessments at the ECE setting.
- Enter collected data into an online data entry system.
- Participate in regular phone meetings.
- Maintain confidentiality and professional standards at all times.

### **Qualifications:**

- Establish CLASS reliability by passing online test.
- Bachelor's degree or equivalent experience in Early Childhood Education, Education, and Psychology, Social Work or other related field is preferred.
- A valid driver's license and an insured and reliable means of transportation.
- Travel throughout Arizona for data collection activities.
- Excellent communication and organizational skills.
- Bilingual in Spanish and English is preferred.
- Ability to work flexible schedule.
- Ability to pay close attention to detail.
- Ability to work effectively independently and in a team environment.
- Computer skills and reliable access to the internet for data entry and email, word processing.
- Must be able to pass AZ Department of Public Safety (DPS) finger print clearance card and background check.

**If you have any questions, please call:**

Steven Wind and or Vero Salaiz at 520.326.5154

**How to Apply:**

Applicants are asked to complete the application found on our website and send a cover letter and resume to:

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2020 North Forbes Boulevard, Suite 104  
Tucson, Arizona 85745  
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