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Educational Specialist - DCCNY DOE Family Child Care Network

Job Description

As part of the Day Care Council of New York DOE Family Child Care Network, the Educational Specialist will work with the Network Director and Education Director to build and enhance quality early child care environments for children from birth to age five.

Job Responsibilities

- Collaborate with the FCC Education Director, FCC Family Support Worker, and FCC Monitors to meet the needs of all children and families.
- Provide strength-based and practice-based coaching to up to 17 affiliated providers as they implement a mixed-age curriculum.
- Adapt and provide guidance to affiliated providers on the implementation of an evidence-based curriculum for mixed-age group settings that meets the individual needs of all children.
- Review and adapt appropriate curriculum supports and documents with affiliated providers that foster hands-on developmentally appropriate and relationship-based interactions with all children.
- Assist affiliated providers gathering observations of children and entering child assessment data in a timely manner and support its use for curriculum and lesson planning.
- Document all coaching sessions aligned with the DOE's Early Childhood Framework for Quality (EFQ).
- Assist in ongoing outreach, enrollment, and all other administrative tasks.
- Support FCC Education Director in coordinating all required professional learning days throughout the year.
- Maintain relationships with community partners who provide mental health, special needs, and other support services for all affiliated providers and families.
- Create and regularly update Community Partner Resource Guide within FCC Network.
- Participate in FCC Network staff meetings to connect about individual providers, families, and coordinate all services.
- Participate in Network staff professional learning sessions delivered.
- Other tasks as assigned by FCC Education Director. ⁽¹⁻¹⁾_(SEP)

Qualifications

A minimum of a B.A. or B.S. degree in Early Childhood Education or Infant/Toddler Studies, and previous work experience teaching children from birth-five. The candidate must be computer literate, have excellent written, verbal, presentation and organizational skills. Bi-lingual ability in another

language other than English and familiarity with NYC child care system, and knowledge of Environmental Rating Scales (ECCERS, ITERS, FCCERS) preferred.

Salary: \$47,000 annually

Positions available: 3

To Apply: Please submit your resume and cover letter to employment@dccnyinc.org .

**Indicate the position you are applying for in the subject.