



Main Office  
1430 Broadway, Suite 404  
New York, NY 10018

t: 212.206.7818  
f: 212.206.7836

info@dccnyinc.org  
www.dccnyinc.org

Queens Office  
James C. Hall, Jr.  
Family Child Care Network  
147-39 175th Street, Suite 211  
Jamaica, NY 11434

t: 347.841.0250  
f: 929.388.0560

## Family Child Care Network Education Director Day Care Council of New York

Now in its 76th year, the Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for NYC's early childhood education providers and families seeking quality childcare and education services. Founded in 1948 to fight for the survival of publicly funded childcare centers when federal funds were eliminated at the end of World War II, we still play several vital roles in NYC's early childhood education system.

With a mission to seek support for and assist in developing quality early childhood education and family and group family childcare services designed to promote the proper growth and development of children and their families, DCCNY is a recognized leader in NYC's advocacy community. We work with member agencies on labor relations, public policy, and training needs.

As a leading research and advocacy organization, we pushed for the City's continued expansion of early childhood education, including the launch of Universal Pre-K programs, salary parity for community-based early childhood educators, and the retention of several initiatives introduced through emergency orders in response to the COVID-19 pandemic in support of families' ability to access affordable quality childcare. We continue to push for public support of high-quality, affordable childcare for low-income families in NYC. We serve as a resource for early childhood center-based providers, their governing boards of directors, and family and group family childcare providers. And we continue to play a critical role in supporting the growth and development of NYC's early childhood workforce.

### **Job Description**

The DCCNY Family Child Care Network and New York City Public Schools (DOE) view family child care as a respected and valued profession within the early care and education system in New York City. We seek to support and enhance the existing strengths of family child care programs for children ages birth-3 that promote continuous and responsive relationships, strengthen early learning skills, build resilience, and lay the foundation for all future learning.

The Day Care Council of New York Family Child Care Network (FCCN) serves as a vital resource to over forty affiliated providers in **Jamaica, Queens** by assisting them through a multitude of services and support including, but not limited to:

- 1:1 Technical support
- Business and Education Development training
- Educational and social services for children and families
- Licensing and regulatory compliance support

The primary role of the FCCN Education Director is to oversee the Network's educational services for families and affiliated providers, which includes leading a team of 8-10 FCCN staff. The FCCN Education Director will report to the FCC Network Director who will oversee and evaluate their work.

### **Program Specific Responsibilities:**

- Oversee all educational services in affiliated Family Child Care settings to ensure compliance with the New York City's Department of Education/Public Schools and Office of Children and Family Services.
- Supervise the work of all FCCN education staff.
- Develop, 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.
- Create, review, and adapt appropriate curriculum supports that foster hands-on developmentally appropriate and relationship-based interactions with all children by affiliated providers.
- Provide strength-based coaching visits to all affiliated providers to ensure adherence to curriculum guidelines and implementation.
- Ensure all affiliated provider visits are documented in a timely manner and aligned with the Early Childhood Framework for Quality.
- Actively monitor the Teaching Strategies Gold (TSG) Assessment system; support and train staff and providers in the utilization of the TSG system for supporting instruction, assessment, and planning.
- Ensure education staff have the knowledge and skills to assist affiliated providers in entering child assessment data in a timely manner and support its use for curriculum and lesson planning.
- Coordinate and implement all required professional learning days throughout the year in partnership with the DOE for all affiliated providers and education staff.
- Participate in Network staff professional learning sessions delivered by the Department of Education.
- Support all providers who are working toward the completion of a CDA certification or higher early childhood education degree.
- Facilitate bi-weekly Network staff meetings.
- Collaborate with the management team in implementing annual program self-assessment, staff evaluations, and professional development.
- Provide consistent and timely reflective supervision to education staff to ensure their ability to engage affiliated providers in practice-based coaching using a strength-based approach.
- Support the FCC Network Director in various administrative tasks in support of affiliated providers and families as needed.
- Assist with maintaining relationships with community partners who provide mental health, special needs, and other support services for affiliated providers and families.
- Obtain required training.
- Manage additional projects and events as they arise.

### **Professional Conduct:**

- Always maintain confidentiality regarding personnel matters, health and employment information, business practices, and provider information.
- Engage in respectful and professional interactions with team members, colleagues, providers, and community members that demonstrates cultural competency.
- Work in a manner that aligns to DCCNY's policies and rules of workplace practice.
- Willingly conduct other duties as assigned.

**Minimum Qualifications:**

- Master's degree in early childhood education;
- Early Childhood Teaching certification;
- Must be able and willing to travel within the FCC Network catchment area to conduct provider home visits and coach FCCN staff;
- Must pass all background checks; and
- Must be willing to work during operational hours of 9-5 and 10-6.

**Preferred Qualifications:**

- Three to five years teaching experience in early childhood settings.
- Experience working in family child care.
- Experience working with infants and toddlers.
- Experience coaching and leading staff and teams.
- Experience facilitating professional development and training sessions.
- Bi-lingual ability in a language other than English.
- Excellent written and verbal communication skills and an ability to present and engage with diverse audiences.
- Ability to work independently, manage time effectively, and prioritize workstreams as needed.
- Familiarity with the NYC child care system.
- Strong computer literacy; proficiency in Microsoft Office Suite and Google G-Suite.
- Valid NYS driver's license and registered vehicle are strongly preferred.

**Employment Period:** Permanent, full-time

**Hours per Week:** 35 hours per week

**Compensation:** \$85,000-\$90,000 annually depending on experience

**Benefits:** Eligible for benefits package offered to full-time staff

DCCNY is committed to recruiting and retaining a diverse and talented team. Salary offers depend on qualifications, internal equity, and the funding supporting the role. To demonstrate our commitment to pay equity, DCCNY caps salary offers at the stated range maximum and new hires are generally not eligible for salaries at the high end of the salary range.

While this position is based at our Jamaica, Queens office and requires regular visits to our affiliated providers within our catchment area, visits to our main office in Manhattan may be required.

As it pertains to vaccination mandates, DCCNY abides by city, state, and federal agencies and funder requirements, which may change over time. Over the last two years, DCCNY has required all staff to submit proof of complete vaccination against COVID-19 with an FDA- or WHO-authorized vaccine via NYS Excelsior Pass/Excelsior Pass Plus and reserves the right to continue such requirements going forward. All offers of employment are contingent upon completing a background check, including verification of social security number, criminal record, and educational history.

**Application Instructions:**

To apply, please submit a cover letter and resume to [employment@dccnyinc.org](mailto:employment@dccnyinc.org). We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Day Care Council of New York is proud to be an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*