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Job Title: FCCN Education Director
Department / Division: FCCN
Reports To: FCCN Director
Direct Reports: Education Support Team
FLSA Classification: Non-exempt
Employment Type: Full-Time
Hours per Week: 35 hours per week
Compensation / Salary Range: \$85,000 - \$90,000 annually
Benefits: Eligible for comprehensive benefits package
Location / Work Arrangement: Queens, NY
Application Deadline:

Organization Overview / Mission

The Day Care Council of New York (DCCNY) is a nonprofit membership, advocacy, and service organization that has served New York City's early childhood education providers and families for over 75 years.

Founded in 1948, DCCNY supports the development of high-quality early childhood education and family childcare programs designed to promote the healthy growth and development of children and their families.

We collaborate with our member agencies on labor relations, public policy, and workforce development, and advocate for equitable access to affordable, high-quality childcare. DCCNY is a recognized leader in advancing the early childhood workforce, promoting salary parity, and expanding access for low-income families.

Position Overview

The FCCN Education Director is responsible for overseeing all educational services provided to affiliated Family Child Care providers and families. This role includes leading and supervising a team of approximately 5 FCCN education staff.

The FCCN Education Director reports to the FCC Network Director, who provides oversight and conducts performance evaluations.

Key Responsibilities

Program Oversight & Compliance

- Oversee educational services across affiliated Family Child Care settings to ensure compliance with New York City Department of Education (DOE) and Office of Children and Family Services (OCFS) requirements
- Monitor program quality and alignment with the Early Childhood Framework for Quality

Staff Supervision & Leadership

- Supervise, coach, and support FCCN education staff
- Provide consistent, reflective supervision to strengthen staff capacity in practice-based coaching using a strength-based approach
- Facilitate bi-weekly staff meetings to review provider progress, family needs, and coordinate services
- Ensure provider coaching visits are documented timely and in accordance with DOE requirements.

Curriculum & Instruction

- Develop, adapt, and guide implementation of evidence-based curriculum for mixed-age group settings
- Ensure curriculum meets the developmental and individual needs of all children
- Create and refine curriculum supports that promote hands-on, developmentally appropriate, relationship-based learning

Provider Coaching & Support

- Conduct regular strength-based coaching visits to affiliated providers twice a month
- Support providers in implementing curriculum and meeting quality standards
- Assist providers pursuing CDA certification or higher degrees in early childhood education

Assessment & Data Systems

- Oversee and monitor use of the Teaching Strategies Gold (TSG) assessment system
- Train and support staff and providers in using TSG for instruction, assessment, and planning
- Ensure timely and accurate entry of child assessment data

Professional Development

- Plan and implement required professional learning days in partnership with the DOE
- Participate in DOE-led training sessions and ensure staff participation

Collaboration & Administration

- Collaborate with leadership on program self-assessments, staff evaluations, and professional development planning
- Support the FCC Network Director with administrative and operational needs
- Maintain partnerships with community-based organizations providing mental health, special needs, and family support services

Additional Responsibilities

- Complete all required trainings
- Support special projects and events as needed

Core Competencies

- Administrative & Operational Support
- Collaboration & Communication
- Early Childhood Education Expertise
- Equity, Inclusion & Cultural Competency
- Customer/Member Service & Relationship Management
- Technology & Data Systems

Qualifications, Skills, Abilities, and Characteristics

Required

- Experience conducting outreach and working with adult learners.
- Strong written and verbal communication skills, with the ability to engage diverse audiences
- Strong organizational skills with the ability to work independently, manage time effectively, and prioritize multiple responsibilities
- Master's degree in Early Childhood Education
- New York State B-2 or 1-6 Teacher Certification
- Experience working in Family Child Care environments
- Experience with infants and toddlers
- Demonstrated experience coaching and leading staff or teams
- Experience facilitating professional development and training sessions
- Ability to travel within the service area and work occasional evenings and weekends.
- Strong communication skills and proficiency with computer systems and digital tools.

Education – Master's degree in education, New York State B-2 or 1-6 Teacher Certification

Physical / Environmental Requirements

- Ability to lift and move light equipment/materials for event setup.
- Travel within NYC for in-person events and outreach.
- In-office and field-based responsibilities.

Employment Conditions / Policies

- Competitive compensation package

- All offers of employment are contingent on a background check (SSN verification, criminal record, employment and education history)

How to Apply: Send your resume and cover letter to employment@dccnyinc.org Subject Line: “FCCN Education Director” No calls or recruiters, please.

Equal Employment Opportunity Statement

The Day Care Council of New York is an equal opportunity employer. We are committed to building a diverse, inclusive, and equitable team. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, gender identity, sexual orientation, disability, veteran status, or any legally protected status.

Learn More: Visit <https://www.dccnyinc.org> to learn more about the Day Care Council of New York.