

Job Title	Project Coordinator, Family Child Care Training and Home Coa
PVN ID	VA-1701-001609
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY-PDI
Status	Full Time
Annual Salary	\$70,000.00
Hour(s) a Week	35
Closing Date	Mar 18, 2017 (Or Until Filled)

General Description

The Informal Family Child Care Project (IFCC), a project of the New York Early Childhood Professional Development Institute at the City University of New York, endeavors to elevate the quality of care for children in home-based (family child care) settings in New York City by assessing and supporting the needs of, advocating for, and increasing the skills and capacity of home-based child care providers through a comprehensive array of professional development opportunities.

The Institute is a dynamic public-private partnership that works to ensure that all early childhood practitioners have access to a comprehensive, high-quality system of professional development.

Position Description

The Informal Family Child Care Project will hire a full time (35 hours per week), bilingual (Spanish/English speaking) Project Coordinator for a new project, the Family Child Care Training and Home Coaching Project. The Project Coordinator will be responsible for leading and coordinating the design and implementation of a dynamic, intensive professional development project for informal (unlicensed) home-based child care providers in New York City that will include home-based coaching. The Project Coordinator will report to IFCC's Director and work closely with IFCC's Training Coordinator/Curriculum Developer and other members of the project management team.

Coaching and facilitating adult learning is an interactive process of observation, discussion, and reflection in which the Project Coordinator, acting in the role of trainer and coach, promotes each participant's ability to grow toward identified goals. An effective Project Coordinator must be able to build relationships with participants based on mutual respect, demonstrate effective communication skills, practice conflict resolution skills, have an on-going commitment to learning, possess excellent observation skills, and model best practices working with young children. The Project Coordinator will have an understanding and ability to put into

practice and advocate for the following guiding principles:

- Culturally and linguistically competent, family-centered practice
- Natural learning environment
- Learner focused approach
- Functional and meaningful activities/supports
- Collaborative goal setting
- Operate from a systems perspective
- Change occurs over time
- Coaches facilitate and participate in change

Other Duties

- Lead the design, implementation and monitoring of a dynamic intensive professional development program for unlicensed home-based child care providers
- Assist in the hiring and supervision of project staff
- Lead outreach and recruitment efforts
- Design training content and sessions in cooperation with other IFCC staff
- Lead the facilitation of weekly group training and individualized coaching in providers' homes
- Work with the Institute's Director of Early Childhood to design a coaching component
- Work with the Institute's Director of Research and Evaluation to design an evaluation component
- Participate in the collection, analysis, and reporting of project data
- Facilitate regularly scheduled meetings with project staff and the project team
- Develop and maintain collaborative relationships with community partners
- Model and support participants in developing individual goals and plans to promote positive interactions, reflective practices and environments that support children's healthy growth and development
- Conduct observations utilizing evidence-based (*and setting appropriate*) tools and analyze results to create and implement individualized action plans and goals

Qualifications

- Bachelor's degree in early childhood education, early childhood administration and supervision, or child development. Master's degree strongly preferred.
- At least 5 years of experience working directly with children and families
- Demonstrated competency in delivering training, technical assistance, and coaching or consultation to adult learners
- Experience designing coaching based on assessment results
- Knowledgeable about NYS early learning documents, including The New York State Early Learning Guidelines and the Core Body of Knowledge
- Experience conducting assessments with rating scales and/or other early childhood/child care assessment and quality improvement tools
- Experience working with diverse populations

- Comprehensive understanding of a variety of early childhood settings, including center, family and school based programs
- A complete and current individual profile in The Aspire Registry, New York's early childhood workforce registry (<https://www.nyworksforchildren.org/>)
- Possess a NYS Early Learning Trainer credential, or the ability to obtain the credential within a mutually agreed upon timeframe (<http://nysaeyc.org/credentials-offered-by-nysaeyc/>)
- Successfully pass required background checks
- Excellent organization and project management skills
- Proficiency in Microsoft Office (Excel, Word, and PowerPoint), working with databases and navigating the internet
- Excellent oral and written communication, interpersonal, organizational and caseload management skills. Ability to communicate using technology, develop reports and track data
- Ability to work evenings and weekends
- Ability to travel to provider homes, meetings, and training sessions throughout the 5 boroughs of NYC
- Bilingual, English/Spanish
- Applicants residing in the Bronx, Brooklyn or Queens are encouraged to apply

Salary:

\$70,000

Please submit a cover letter and resume

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