

Job Title	Early Childhood Coach
PVN ID	VA-1812-002865
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs
Status	Part Time
Hourly Rate	\$45.00
Hour(s) a Week	0.00-10.00
Closing Date	Jan 29, 2019 (Or Until Filled)

General Description

MISSION

All young children in New York should have access to the highest quality services across sectors, locations, and professions. The New York Early Childhood Professional Development Institute, housed at the City University of New York, is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice.

GENERAL DESCRIPTION

The Institute is committed to the success of all early childhood leaders and is searching for a part-time Early Childhood Coach who has skills and expertise to support the effectiveness of early childhood leaders and teachers, especially for those serving infants and toddlers.

Please be sure to submit a cover letter, explaining your interest in the position, along with your resume.

DUTIES AND RESPONSIBILITIES

Reporting to the Director of Early Childhood, the Early Childhood Coach will:

- Provide direct coaching using a range of strategies to build confidence and competency in each teacher and/or program leader
- Establish trusting relationships
- Analyze needs and build quality improvement plans in collaboration with the teacher and site leader
- Track and maintain data for contributions to program reports
- Work with evaluators and other coaches to build a community of practice

Other Duties

- Attend weekly staff meetings
- Other duties as assigned by the Director of Early Childhood

Qualifications

Minimum Qualifications

- Master's degree in Early Childhood Education or related area.
- At least 6 years of experience in early childhood education, preferably as a leader and teacher.
- At least 2 years of coaching and/or mentoring experience.
- Familiarity with Pre-Kindergarten, Family Childcare, Schools, and Community-Based Organizations.
- Thorough understanding of the Head Start Performance Standards, Pre-K for All Program Quality Standards, and QUALITYstarsNY Standards.
- Strong knowledge base in both child and adult development.
- Exceptional interpersonal skills
- Demonstrated ability to work with underserved populations in high-need communities.
- Ability to develop and sustain successful collaborative partnerships.
- Excellent oral and written communication skills.
- Ability to travel by public transportation to classroom sites throughout the five boroughs.

Preferred Qualifications

- New York Association for the Education of Young Children Trainer Credential and Coach designation

Physical Requirements

- Ability to travel to early childhood sites in New York City.
- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.

