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| <b>Job Title</b>      | Professional Development Quality Assurance Specialist |
| <b>PVN ID</b>         | VA-1902-002933  |
| <b>Category</b>       | Instruction and Social Service                        |
| <b>Location</b>       | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS          |
| <b>Department</b>     |   |
| <b>Status</b>         | Full Time   |
| <b>Annual Salary</b>  | \$72,000.00   |
| <b>Hour(s) a Week</b> | 35  |
| <b>Closing Date</b>   | Sep 30, 2019 (Or Until Filled)                        |

## General Description

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### 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 is committed to the early childhood workforce across New York State.

### GENERAL DESCRIPTION

The Institute will hire a full time Professional Development Quality Assurance Specialist. The Professional Development Quality Assurance Specialist will need a strong background in early childhood education and bring an appreciation for the value of system-building. The role will be integral to The Aspire Registry project. The Specialist will review and provide feedback and guidance on early childhood professional development sessions, courses, and events that are submitted to the Registry for approval. The Aspire Registry is a web-based system that helps early childhood providers track and plan their ongoing professional development and education.

In this role, the PD QA Specialist will serve on a leadership team, working with the Registry Administrator, the Director of New York Works for Children, and other Institute staff in the continuous implementation of the professional development approval system and play a role in the Institute's workforce development initiatives.

Equipped with a wide range of experience in the field, the ideal candidate will have intimate knowledge of the professional development needs of the early childhood workforce, and be particularly aware of what learning opportunities would promote best practices and result in the best outcomes for children.

### DUTIES AND RESPONSIBILITIES

- Review training content and event calendar submissions to align with quality standards
- Provide technical assistance and outreach to professional development providers and training

organizations about the Course and Event Review process, and the tracking of coaching activities through the system

- Create relevant content for the New York Works for Children website and The Aspire Registry Help Center
- Update instructions and support documents related to the professional development approval process.
- Develop new resources as needed, including video tutorials and/or multimedia guides

## Other Duties

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- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

## Qualifications

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### Minimum Qualifications

- Master's degree in Early Childhood Education or a related field of study
- At least 8 years of experience in the field of early childhood education or a comparable field or work
- Experience helping professionals build competency in both leadership and teaching skills through training, staff development, coaching, etc.
- Strong knowledge of both child development and adult education
- Exceptional interpersonal skills
- Ability to develop and sustain successful collaborative partnerships
- Excellent oral and written communication skills

### Preferred Qualifications

- Familiarity with NYS early childhood trainer credentials

### Physical Requirements

- 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
- Ability to travel to other CUNY sites as needed.

**Please submit your resume and cover letter with your application.**

**EEO Info**

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.