

Job Title Family Child Care Reflective Supervision Project Coordinator
PVN ID VA-2109-004253
Category Managerial and Professional
Location OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status Part Time
Hourly Rate \$43.00
Hour(s) a Week 20.00-25.00
Closing Date Oct 20, 2021 (Or Until Filled)

General Description

MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

GENERAL DESCRIPTION

The Family Child Care Reflective Supervision Project Coordinator will coordinate the content development and facilitation of the family child care network leadership reflective supervision professional learning series for the New York City Department of Education's Division of Early Childhood Education (DECE). The Project Coordinator will be responsible for monitoring, coordinating and supervising the work of a team of content developers and facilitators to create and deliver professional learning on reflective supervision to DOE-contracted Family Child Care Network directors and education directors. The Project Coordinator will also work with the Institute's Assistant Director of the Leadership Initiative and other Institute staff to facilitate the Institute's deliverables and timeline for this project. The ideal candidate will have strong content knowledge on reflective supervision and have excellent organizational, communication, and facilitation skills. The Project Coordinator reports directly to the Assistant Director of the Leadership Initiative.

This is a part-time (~22 hours/week), temporary position, currently funded through June 2022.

DUTIES AND RESPONSIBILITIES**Project Coordination**

- Coordinate and supervise the work of the Institute's project team, working with content developers, facilitators, sub-contractors, and the Institute's senior management through individual and team meetings.
- Meet regularly with DOE DECE Family Child Care Support Staff for planning and content development meetings.
- Coordinate the work of scheduling project activities with team members and administrative support as needed.
- Work closely with the Institute's management team to ensure the Institute's roles and deliverables are being met per the DOE contract.

Content Development and Facilitation

- Lead the Institute's project team and directly participate in the creation of content and facilitation of a 6-part professional learning series on reflective supervision for Family Child Care Network directors and education directors.
- Support the Institute's project team and directly participate in the facilitation of 7 small group experiential reflective supervision sessions for Family Child Care Network directors and education directors.
- Lead the Institute's project team and directly participate in the creation of content and facilitation of an orientation on reflective supervision and train-the-trainer for DECE Family Child Care Support Staff

Other Duties

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

Qualifications

Minimum Qualifications

- Master's degree in Early Childhood Education or related area
- 3+ years of leadership experience in the field of early childhood education or a comparable field of work, including creating and providing professional learning experiences for adults
- 2+ years project management and coordination experience—managing work plans, timelines, and deliverables
- Experience helping professionals build competency in leadership skills through training, staff development, coaching, etc.
- Demonstrated skill in project management with excellent analytical, organizational and management skills
- Demonstrated skill and knowledge of reflective supervision
- Demonstrated commitment to equity
- Strong managerial, supervisory and interpersonal skills
- Excellent oral and written communication skills
- Proficiency with Excel, Microsoft Teams, PowerPoint, and Zoom
- Ability to develop and sustain successful collaborative relationships

Preferred Qualifications

- Experience with facilitating virtual synchronous professional learning
- Experience with family child care and family child care networks
- Experience teaching or leading in a DOE-contracted program
- Bilingual in Spanish

Physical Requirements

- This position operates in a hybrid professional office environment and remote (work-from-home) position. In-person attendance at meetings at the Institute or off-site with project partners may be required.
- This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other sites as needed.

How to Apply

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expressions, sexual orientation, national origin, genetic information, disability, 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.