



---

<b>Job Title</b>	QUALITYstarsNY Coaching Coordinator
<b>PVN ID</b>	VA-2205-004803
<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>	\$85,000.00 - \$90,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 31, 2022 (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

QUALITYstarsNY is New York State's voluntary 5-Star early childhood quality rating and improvement system. Since its inception, QUALITYstarsNY has focused its evidence-based practices to ensure that young children in participating programs have access to excellence and families can trust the level of quality in the program they choose. Assessment, coaching, professional development, and a wide range of resources are made available to each site, enabling QUALITYstarsNY to support early childhood programs to earn higher star ratings.

The Coaching Coordinator will be responsible for providing key support in the implementation of QUALITYstarsNY services. Providing supervision and support to a team of early childhood coaches, the Coaching Coordinator is responsible for ensuring efficient and effective delivery of coaching services to QUALITYstarsNY and Start with Stars participating programs. The Coaching Coordinator will work collaboratively with the Director of Quality Improvement and Regional Quality Improvement Coordinators to develop systems of service delivery that align with the goals outlined in participating programs' individualized Quality Improvement Plans. As part of the Central Office team, the Coaching Coordinator will contribute to the data collection and analysis that informs the overall project planning and goal attainment. The Coaching Coordinator is directly supervised by the Senior Director of QUALITYstarsNY.

## **DUTIES AND RESPONSIBILITIES**

### **Supervision and Management**

- Hire, train and supervise a team of qualified coaches across the state, to carry out early childhood coaching as part of the comprehensive quality improvement plan provided by QUALITYstarsNY/Start with Stars
- Provide guidance and support to coaches on a regular basis as part of reflective supervision
- Ensure coaches approach their work ethically, professionally and with cultural competence
- Review and approve visit schedules and confirm completion of coaching services
- Develop and implement effective onboarding process for newly hired coaches

### **Systems and Data Reports**

- Develop system for coaches to document visits and progress
- Develop data monitoring system to review coaching data on a regular basis
- Develop reports to analyze data related to the effectiveness of coaching services
- Create innovative approaches to deliver and evaluate coaching services

### **Communication and Collaboration**

- Work closely with Quality Improvement Team to develop clear communication channels between coaches and Quality Improvement Specialists
- Meet regularly with Central Office team to coordinate coaching services with other services offered to participants
- Develop and facilitate relevant communities of practice for the coaching team on a regular basis
- Reach out to QUALITYstarsNY participants receiving coaching to evaluate services provided
- Establish relationships with local and state partners to contribute to New York State efforts to deliver a coordinated approach to technical assistance for early childhood programs

## **Other Duties**

---

- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned
- Contribute to the development of professional development initiatives
- Other duties as assigned by the Senior Director of QUALITYstarsNY and the QUALITYstarsNY Director of Quality Improvement

## **Qualifications**

---

## Minimum Qualifications

- Master's degree in Early Childhood Education or related area
- NYS TTAP Coaching and/or Professional Development Trainer Credential
- At least 5 years of experience in early childhood education, preferably as a leader, family child care provider and/or teacher
- At least 2 years of relationship-based coaching experience
- Familiarity with Pre-Kindergarten, Family Child Care, Schools, and Community-Based Organizations
- Thorough understanding of the New York State Education Department/Office of Early Learning Policies, NYC Division of Early Childhood Education Policies, Head Start Performance Standards, New York State Early Learning Guidelines, New York State Core Body of Knowledge, NAEYC Code of Ethical Conduct, and New York State Training and Technical Assistance Professional Credentials
- ??Familiarity and training with various early childhood screening and assessment tools
- Familiarity with the Aspire Registry
- Strong knowledge base in both child development and adult learning
- Exceptional interpersonal skills
- Ability to articulate and engage in linguistically and culturally responsive practices
- Ability to develop and sustain successful collaborative partnerships
- Excellent oral and written communication skills
- Innovative approach to work and creative problem-solving
- Demonstrated ability to work effectively with competing and shifting priorities
- Spanish fluency is desired but not required

## Physical Requirements

- This position operates in a professional office environment located in Brooklyn, NY, and is currently hybrid, working 70% in the office. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment.
- 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, and 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.
- As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

## 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 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. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.