
Job Title	Early Childhood Career Development Coordinator
PVN ID	VA-1910-003337
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs - NY Early Ch
Status	Part Time
Hourly Rate	\$43.00-\$50.00
Hour(s) a Week	20.00-25.00
Closing Date	Apr 08, 2020 (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 Institute operates the Career Development Center, which provides comprehensive career development services to all current and aspiring early childhood professionals. The Center's services include academic planning and advisement, career and vocational assessment and planning, teacher certification supports, professional development opportunities through the Early Childhood Leadership Initiative, and higher education opportunities in partnership with the CUNY School of Professional Studies. The Institute has recently received funding to expand the Career Development Center model to three additional locations around the state – in the Capital District, Oneida County, and Buffalo/Erie County.

The Institute will hire three part time Career Development Coordinators. The Coordinator is responsible for supporting the implementation of the Early Childhood Career Development Center model in their location. The Coordinator will report to the Director of Career Development and Higher Education, mostly remotely, to coordinate a system of career development supports for individuals in the pursuit of a career in early childhood. 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 generally, and in their

region specifically, as well as knowledge of the academic and professional development resources available in their community and region.

DUTIES AND RESPONSIBILITIES

Leadership and Development

- Conduct local needs assessments and lead the design, coordination, implementation, and evaluation of career development supports and services relevant to aspiring and current early childhood educators and leaders based on the Career Development Center model, including teacher certification, test preparation, and job search in the region
- Provide career development supports and services to participants in their region.
- Provide dynamic and collaborative direction to the development and piloting of new initiatives as they become appropriate for inclusion in the project's work.

Data Collection and Analysis

- Collect and analyze participant and needs assessment data to inform, adjust and strengthen supports and services to remain responsive and relevant to regional needs
- Collect and analyze participant data to contribute to reports and proposals

Communications and Partnerships

- Create and facilitate partnerships with local stakeholders – institutions of higher education, early childhood providers, local school district, child care and education funders and agencies, workforce development agencies or initiatives

Other Duties

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

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

- Master's degree in Early Childhood Education or a relevant field of study
- At least 10 years of experience in the field of early childhood education or a comparable field or work, with some experience helping professionals build competency in teaching skills through mentoring, training, staff development, coaching, career counseling, etc.

- Demonstrated skill in project management with excellent analytical, organizational and management
- Familiarity with the structure and dynamics of higher education, early childhood workforce qualifications and the NYS teacher certification process
- Strong knowledge base in both child and adult development
- Strong managerial, supervisory and interpersonal skills
- Ability to multi-task
- Demonstrated ability to work with underserved populations and people of all ages.
- Ability to develop and sustain successful collaborative partnerships
- Excellent oral and written communication skills
- Some availability during evening and weekend hours

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
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel overnight to other sites in their area and around the state as needed.

How to Apply

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position. Please indicate which location you are applying for (Capital District, Oneida County, or Buffalo).

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.