RESEARCH FOUNDATION CUNY

Careers at RFCUNY
Job Openings

Job Title	Early Childhood Coach
PVN ID	VA-2002-003548
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs- NY Early Ch
Status	Full Time
Annual Salary	$70,000.00 - $75,000.00
Hour(s) a Week	35
Closing Date	Apr 27, 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

Institute Coaches provide professional development support to early childhood educators throughout New York City. Drawing on their expertise in early childhood pedagogy and adult learning theory, Institute Coaches work with organizations and individuals to develop individualized coaching plans. Coaches may provide a combination of professional learning sessions, leadership coaching, group coaching and individual coaching. Coaches collect qualitative and quantitative data about their work for contribution to program reports. In addition to their work with programs and individuals, Institute Coaches collaborate with the Director of Early Childhood and Institute staff to write and deliver professional development initiatives for organizations, agencies and initiatives throughout New York State.

DUTIES AND RESPONSIBILITIES

Direct Coaching to Programs

- 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.
- Support Early Childhood professionals across a range of programs to develop their capacity to:
- Identify their own professional development goals and become more self-directed in pursuing those goals.
- Increase the effectiveness of their practice with children and families.
- Develop dispositions that foster strong relationships with children and families.
- Be better able to articulate their practice and make intentional decisions.
- Develop reflective capacity.
- Sustain changes they have made in their practice

Compiling and Use of Coaching Data

- Maintain description documentation of coaching progress.
- Complete logs for each coaching visit in a timely manner.
- Use coaching data to reflect on and improve practice

Collaborate with Coaching Team

- Participate in weekly communities of practice with the coaching team
- Participate in biweekly reflective supervision with the Director of Early Childhood
- Contribute to resource library

Other Duties

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- 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 Director of Early Childhood and the Executive Director

Qualifications

CORE COMPETENCIES/QUALIFICATIONS
Minimum Qualifications

- Master's degree in Early Childhood Education or related area.
- NYAEYC Professional Development Specialist Coach Designation or capacity to obtain this designation within 6 months of hire.
- At least 6 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 Head Start Performance Standards, NYC Division of Early Childhood Education Policies, and New York State Core Body of Knowledge.

- Strong knowledge base in both child and adult development.
- 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.
- Bilingual in Spanish, Russian and/or Mandarin.

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 by public transportation to classroom sites throughout the five boroughs.

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 expression, 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.