

<b>Job Title</b>	Director, New York Works for Children
<b>PVN ID</b>	VA-2006-003618
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Academic Affairs- NY Early Ch
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$90,000.00 - \$105,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 22, 2022 (Or Until Filled)

## General Description

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### 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.

Well-educated and committed early childhood educators are one of the most valuable resources we can offer young children. They help children manage the negative forces of poverty, violence, and other toxic stressors. Healthy development depends on the quality and reliability of children's relationships with trusted adults. The mission of *New York Works for Children* is to positively influence outcomes for young children and families through the development of a skilled, knowledgeable, well-compensated, and committed early childhood education work force.

### GENERAL DESCRIPTION

*New York Works for Children* is New York State's integrated professional development system for the early childhood and school age workforce. *New York Works for Children* is also the home of The Aspire Registry, New York's registry for early childhood professionals.

The Director of *New York Works for Children* is responsible for developing, implementing, managing, and promoting the statewide system that supports the early childhood workforce. This includes integration of the Aspire Registry, building a training approval system (including a calendar), and a wide range of initiatives to

improve and expand workforce development policy and practice.

The Director leads a team of workforce development and data system managers and specialists to fulfill the project's goals, meet stakeholder, end user, and funder requirements, and grow the system to respond to the needs of the early childhood workforce and stakeholders.

## **DUTIES AND RESPONSIBILITIES**

### **Leadership**

- Provide strategic leadership and administrative and budget oversight of the work of *New York Works for Children* and The Aspire Registry.
- Provide dynamic leadership and effective supervision of a team of managers and specialists with expertise in professional development, data analysis, and customer service/user experience.
- Provide strategic and administrative oversight of efforts to increase utilization rates of the Registry across the state among early childhood practitioners, organizations, and professional development providers.

### **Relationship and Project Management**

- Manage relationships with City and State agency staff and other Institute partners as needed for ongoing and new workforce and professional development initiatives.
- Manage current and future relationships with technology and software vendors utilized by the Registry.

### **Data Analysis and Policy**

- Assess and monitor professional development system trends and lead statewide initiatives related to the early childhood workforce.
- Produce policy papers and other communication materials based on workforce data from the Aspire Registry and other sources.
- Produce content for grant proposals and manage grant and program reporting for a variety of funders.
- Perform data analysis regularly to inform project planning and reporting

## **Other Duties**

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### **Other Duties**

- Participate in Institute team leadership meetings and projects and work collaboratively with other Institute projects, especially the Career Development Center and QUALITYstarsNY.
- Manage other special projects and initiatives and represent the Institute and *New York Works for Children* at community events across the state as needed.

## **Qualifications**

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## **CORE COMPETENCIES/QUALIFICATIONS**

## Minimum Qualifications

- Master's degree in early childhood education, education policy, higher education administration, or a related field
- Five to ten years of experience in similar work, preferably in workforce development and early childhood education public policy
- Strong interest in and passion for advancing policy for high-quality early care and education
- Demonstrated leadership skills, including managing multiple projects and timelines
- Excellent oral and written communication skills; specifically, experience producing policy papers, grant applications, and reports
- Demonstrated experience working collaboratively, preferably with public agencies, nonprofits, and higher education
- Flexibility, a growth mindset, sound judgement, and enthusiasm for learning new skills and technologies as they become available
- Advanced data analysis and presentation skills using Excel or other data analysis tools; ability to build and run reports from a database system
- Nonprofit experience a plus

## Physical Requirements

- Due to the pandemic, this position currently is a remote (work-from-home) position. Laptop and personal mobile device will be provided to support working remotely. The location of the position in the future will operate 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 30 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other locations for overnight trips as needed.

## How to Apply

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position, as well as a 2-3 page policy-focused writing sample.

## 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.*