



Job Title: Assistant Network Director for Educational Services
Department: FCC Network
Reports to: FCC Network Director

Status: Full-time/ Exempt
Schedule: M-F; 9:00am-5:00pm
Updated: June 12th, 2020

Job Summary:

The Committee for Hispanic Children and Families (CHCF) and the New York City Department of Education (DOE) view family child care as a respected and valued profession within the early care and education system in New York City. We seek to support and enhance the existing strengths of family child care as birth-4 programs that promote continuous and responsive relationships, strengthen early learning skills, build resilience, and lay the foundation for all future learning. The primary role of the Assistant Network Director for Educational Services is to Supervise all educational services for families and affiliated providers within the CHCF Family Child Care Network (FCCN).

Duties and Responsibilities:

- Supervise all educational services in CHCF Network affiliated Family Child Care (FCC) settings to ensure compliance with Department of Education and the Office of Children and Family Services (OCFS) regulations.
- Supervise the work of Educational Specialists.
- Develop, adapt, and provide guidance to affiliated providers on the implementation of an evidence-based curriculum for mixed-age group settings that meets the individual needs of all children.
- Create, review, and adapt appropriate curriculum supports that foster hands-on developmentally appropriate and relationship-based interactions with all children by affiliated providers.
- Provide strength-based coaching visits to all affiliated providers to ensure adherence to curriculum guidelines and implementation.
- Ensure that all affiliated provider home visits are documented in a timely manner and are aligned with the DOE's Early Childhood Framework for Quality (EFQ).
- Ensure FCCN staff have the knowledge and skills to assist affiliated providers in entering child assessment data in a timely manner and support its use for curriculum and lesson planning.
- Coordinate and implement all required professional learning days throughout the year in partnership with the Department of Education for all affiliated providers and Network staff.
- Participate in Network staff professional learning sessions delivered by the Department of Education.
- Support all providers who are working toward the completion of a CDA certification or other higher early childhood education degree.
- Facilitate twice monthly Network staff meetings to connect about individual providers, families, and coordinate all services.
- Provide consistent and timely reflective supervision to Educational Specialist to ensure their ability to engage affiliated providers in practice-based coaching using a strength-based approach.
- Oversee and ensure the timely documentation of all coaching sessions.
- Support the FCC Network Director in all recruitment, enrollment, payment, and other administrative tasks in support of all affiliated providers.



- Maintain relationships with community partners who provide mental health, special needs, and other support services for all affiliated providers and families.
- Other tasks assigned by CHCF FCC Network Director.

Qualifications and Skills:

- Master in Early Childhood Education or Social Worker (required)
- Full professional fluency in English and Spanish (required)
- Experience working in family child care and/or with infants and toddlers (preferred)
- Willingness to travel within FCC Network catchment area.
- Time management skills are essential.
- Ability to multitask.
- Must be a team player.
- Appreciation for the unique needs of the family child care community.

CHCF offers a comprehensive employee benefits package.

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.

Acknowledgment of Receipt:

I have reviewed the job description for the Assistant Network Director for Educational Services position. I understand what is being required of me in this position and I am aware that a signed copy of this form will be placed in my personnel file. My ability to perform the duties outlined here will be reviewed as part of my performance evaluation. CHCF reserves the right to review and change the above duties as business requires. This job description does not constitute a written or implied contract of employment.

Signature of Employee

Date