**Job Title:** Education Specialist **Status:** Full-time/ Non-Exempt

**Department:** Family Child Care Network **Schedule:** M-F; 9:00am-5:00pm

**Reports to:** Educational Director, CHCF FCCN **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 Education Specialist is to build strengths-based relationships with affiliated providers to support them as needed and, in particular, with implementing high quality play-based instruction.

**Duties and Responsibilities:**

* Collaborate with the CHCF FCC Education Director, FCC Family Support Worker, and FCC Monitors to meet the needs of all children and families.
* Provide twice monthly strength-based practice-based coaching to up to 17 affiliated providers as they implement a mixed-age curriculum.
* 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.
* Review and adapt appropriate curriculum supports and documents with affiliated providers that foster hands-on developmentally appropriate and relationship-based interactions with all children.
* Assist affiliated providers gathering observations of children and entering child assessment data in a timely manner and support its use for curriculum and lesson planning.
* Document all coaching sessions aligned with the DOE’s Early Childhood Framework for Quality (EFQ).
* Assist in ongoing outreach, enrollment, and all other administrative tasks.
* Support FCC Education Director in coordinating all required professional learning days throughout the year.
* Maintain relationships with community partners who provide mental health, special needs, and other support services for all affiliated providers and families.
* Create and regularly update Community Partner Resource Guide within FCC Network.
* Participate in twice monthly FCC Network staff meetings to connect about individual providers, families, and coordinate all services.
* Participate in Network staff professional learning sessions delivered.
* Other tasks as assigned by CHCF Director for EC&EI and the FCC Education Director.

**Qualifications and Skills:**

* BA/BS in early childhood or infant/toddler studies (required).
* Full professional fluency in English and Spanish (required).
* Experience teaching children under six (required).
* Experience working in family child care and/or with infants and toddlers (preferred).
* Willingness to travel within FCC Network catchment area (The Bronx).
* Time management skills are essential.
* Ability to multitask.
* Must be a team player.
* Appreciation for the unique needs of all providers and families.

**Salary**: $51,000.00

*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 *Education Specialist* 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.

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 Signature of Employee Date