



The Committee for Hispanic Children and Families, Inc.

75 Broad Street, 6th Floor, New York NY 10004 T: 212-206-1090 F: 212-206-8093 www.chcfinc.org

Job Title: Early Education Specialist
Department: Early Care and Education
Reports to: ECEI Director

Status: Full-time
Non-exempt

About CHCF:

CHCF Vision: A future where Latino children, youth, and families have equitable access to opportunities to succeed, are empowered to realize their full potential and are affirmed in their culture.

CHCF Mission: CHCF combines education, capacity-building, and advocacy to strengthen the support system and the continuum of learning for children and youth.

Program Statements: In order to thrive, children and youth need high-quality holistic support from their family, care environment, school and community. To this end, CHCF offers programs and services in the following areas:

- The Early Care and Education Institute (ECEI) provides culturally-informed, bilingual professional development to Family Child Care educators, to strengthen the quality of early care and learning to children in New York City.
- CHCF provides culturally-informed, community based academic and enrichment programs in elementary, middle and high schools in New York City to strengthen the support systems, and empower students, for school success.
- CHCF advocates for improved policies and legislation around access to education from birth to adulthood, heightened public awareness of the social and institutional frameworks that hinder opportunity for Latino communities, and the empowerment of these communities to directly mobilize for change.

CHCF's Early Care and Education Intended Impact Statement:

To develop Family Child Care (FCC) educators who are committed to continuous quality improvement and who are informed advocates and business owners who consistently provide high quality, culturally-responsive early education and learning to children.

ECEI Focus Areas for Training, Coaching and Technical Assistance:

- Child Growth and Development
- Environment and Curriculum
- Relationships
- Business Administration and Management

Job Summary

The Early Childhood Specialist will work in collaboration with a team of specialists to manage a caseload. Must coordinate training and technical assistance to Home-based Child Care Providers in the 5 boroughs.

Essential Job Functions:

Relationship Building

- In accordance with NYSAEYC's Coaching Competencies, uses positive interpersonal skills to develop a respectful and responsive relationship with each provider
- Demonstrates respect for an interest in the individual abilities of each provider
- Partners with providers to identify learning and communicating styles and preferences
- Demonstrates feelings of care and empathy that are strengths-based and focused on positive changes when working with providers
- Demonstrates cultural competence and understands its relevance to the coaching relationship (i.e., employs practices that are gender-neutral, racially and ethnically inclusive, etc.)
- Demonstrates appreciation for the provider's perspective, even when it is different from one's own
- Remains focused on the provider's needs when disagreements or conflicts surface

Case Management

- Completes initial, midpoint, and final assessments with a total of 15 caseload providers using evidence-based tools (FCCERS-3, CLASS, etc.) in line with CHCF and ECEI's intended outcomes
- Partners with each caseload provider to create an individualized coaching plan based on a combination of sector best practices, assessment results, and provider self-diagnosed needs
- Facilitates bimonthly, intensive site visits (2-4 hours each) with each of the 15 providers within caseload (visits will correspond to the provider's coaching plan, and will center around domains of quality development)
- Coordinates additional quality improvement services and resources for caseload providers as needed
- Evaluates provider progress through consistent documentation (case notes, informal assessment, photos, work products, phone calls, visit logs) to be shared with the Coaching Coordinator and Director for ECEI

Coaching

- Bring some content knowledge/formal learning in at least one of ECEI's four content areas, with the goal of developing expertise in one content area and working knowledge in all four (through a combination of in-office learning and PD)
- Explains and models the change process consistently
- Works with providers to set shared SMART goals for program quality improvement

- Demonstrates a commitment to the concept of shared learning by using strategies that encourage shared decision-making, joint problem-solving, and partnership development
- Models openness to learning and taking risks
- Uses active listening and powerful questions to understand the provider's intent in the context of their values and goals, and to support provider's self-expression

Technical Assistance

- Provides needed resources to programs within caseload (links, phone numbers, contact information for potential partners, information for additional training, etc.) in alignment with program's quality improvement goals
- Supports caseload programs with targeted on-the-spot solutions and support based on the program's needs
- Connects caseload providers with grants and other CHCF incentives and supports in alignment with coaching plan and ECEI's contract deliverables (CCR&R, City's First Readers, etc.)

Group Training and Facilitation

- Facilitate a minimum of two provider trainings per CHCF fiscal year
- Facilitate Professional Learning Communities (PLCs) once a month for two hours
- Participation in, and/or preparation for, ECEI events: Provider Resource Days and ECEI Annual Conference
- CHCF inter-agency collaboration, as appropriate and needed

Administration

- Maintenance of files and documentation for all program providers in caseload—includes case notes, follow up, progress monitoring for assigned group of FCC providers
- Data entry and other reporting as needed by Coaching Coordinator, Director for ECEI, and other stakeholders
- Team meetings
- Resource management—contribute to an agency resource list for supporting services for providers
- Participate in in-house professional development opportunities, keep certifications and credentials up to date

Disposition

- Commitment to co-teaching and co-learning (learning and improvement as reciprocal processes)
- Aligned with ICF's Coaching Code of Ethics (<https://coachfederation.org/code-of-ethics/>)
- Believes that providers know what they need and are capable of achieving their goals and our role is to guide them to it
- Commitment to CHCF values
- Aligned professionally with the NYS Coach Competencies

Work Schedule/Location

- Monday—Friday; CHCF Main Office, 75 Broad Street, Suite 620, New York, NY 10004
- Some weekends required for trainings and events

Education and Experience

- Full professional fluency in English and Spanish required (writing, reading, academic-level)
- Refer to Aspire education/professional experience ladder requirements (4B or above)
- Will complete Aspire credentialing process within 6 months of hire—strong preference given to those who come with valid Aspire credential

Salary: \$45,000.00

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.
