



Job Title: Early Education Specialist in Queens

Status: Full-time

Department: Early Care and Education

Non-exempt

Reports to: ECEI Director

Updated: 6/25/26

Mission Statement:

The mission of the Committee for Hispanic Children and Families (CHCF) is to bring a relentless focus on positive child and family outcomes to close the achievement gap and build a better future for children, families, and communities served by the Head Start program.

Program Statements:

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 for 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.

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 Education Specialist will work with a team to manage a caseload and provide training and technical assistance to home-based childcare providers in Queens County.





Duties and Responsibilities:

Relationship Building

- In accordance with NYSAEYC's Coaching Competencies, uses positive interpersonal skills to develop a respectful and responsive relationship with each childcare provider
- Demonstrates respect for an interest in the individual abilities of each childcare provider
- Partners with childcare providers to identify learning and communicating styles and preferences
- Demonstrates feelings of care and empathy that are strength-based and focused on positive changes when working with childcare 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 childcare provider's perspective, even when it is different from one's own
- Remains focused on the childcare 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 assigned childcare provider to develop an individualized coaching plan based on a combination of sector best practices, assessment results, and provider self-diagnosed needs
- Facilitates 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 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)
- Explain and model 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
- 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 training/workshops per month
- 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 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/>)
- Believe that child care providers know what they need and are capable of achieving their goals, and our role is to guide them through it
- Commitment to CHCF values
- Aligned professionally with the NYS Coach Competencies

Work Schedule/Location

- Monday—Friday; CHCF Main Office, 450 Castle Hill Avenue, Bronx NY 10473
- Some weekends required for trainings and events

Education and Experience

- Bachelor's degree in early childhood education, psychology or related field
- Full professional fluency in English and Spanish required (writing, reading, academic level)
- Will complete the Aspire credentialing process within 6 months of hire—strong preference given to those who come with a valid Aspire credential
- Will complete the T-TAP credentialing process within two years of hire

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.



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