

# Early Childhood Education Consultant

New York City Department of Health and Mental Hygiene

New York, NY

Other

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## Job Description

The NYC Department of Health & Mental Hygiene is a world renowned agency recognized for its innovative and groundbreaking work protecting and promoting health in the nation's most culturally and linguistically diverse city.

The Bureau of Child Care ensures that child care services in New York City operate in compliance with the New York City Health Code and New York State Social Service regulations, and are licensed or permitted as required by law. The Bureau routinely monitors child care centers, home-based child care programs, after-school programs and summer camps to protect the health and safety of children while in the child care environment.

The Bureau seeks to hire Early Childhood Education Consultants to monitor and make recommendations of child care programs throughout New York City to support efforts to improve childhood health and development by increasing access to quality child care services.

## Responsibilities

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

- Evaluating and assessing child care programs (center-based, residential, school-based and after-school programs) to assure compliance with local, state and federal regulations and applicable performance standards.
- Providing consultation, guidance and technical assistance to prospective and current child care providers and staff concerning educational programming, appropriate organization and classroom management techniques, and other best practices within the field.
- Serving as a resource person for the Bureau and providers on current trends and research in Early Childhood Education.

- Issuing notices of violation, and making recommendations for issuance or denial of child care permits or licenses and/or closure of programs having imminent health hazards.
- Investigating complaints about the operation of licensed child care services and allegations of unlicensed child care.
- Representing the Department at professional conferences and participating in professional development activities related to Early Childhood Education.

## **Qualifications**

### **Minimum Qualification Requirements**

1. A masters degree in education from an accredited college or university, including or supplemented by 12 semester hour graduate credits in early childhood or elementary education and three years of full-time satisfactory experience in one or a combination of the following: as the director or educational director of a licensed school or licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least two licensed teachers of early childhood education; as the teacher director of a licensed school or licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least one other licensed teacher of early childhood education; as a consultant in early childhood education for such a program; or as a consultant in early childhood education in a public agency; or
2. A baccalaureate degree in education from an accredited college or university, including or supplemented by student teaching in early childhood education (pre-K to 2nd grade) in an acceptable licensed program in a licensed school and a masters degree from an accredited college or university, in education, social work, psychology, or counseling and three years of full-time satisfactory experience as described in “1” above.

### **Preferred Skills**

- Strong communication, analytic and observational skills; Ability to deduce potential impacts of conditions or assess risk
- Writing skills including the ability to adequately describe observations in detail
- Computer skills including the use of mobile computing devices
- Position requires travel throughout the five boroughs using mass transit or a personal vehicle; and carry/use mobile inspection equipment weighing approximately 15 pounds.

## **Application Instructions**

Submit a cover letter and resume online at **nyc.gov/jobs**. In the Job ID search bar, enter: job ID # **396195**.

## **Additional Information**

### **Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.