

# Family Child Care Professional Learning Facilitator

New York Early Childhood Professional Development Institute

Brooklyn, NY

Coach / PD Provider

Posted on February 3, 2020

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## Job Description

### MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

### GENERAL DESCRIPTION

The Informal Family Child Care Project (IFCC) – a project of the Institute – works to elevate the quality of care for children in home-based child care settings in New York City. IFCC assesses, supports and advocates for home-based child care providers, and builds their skills and capacity to provide safe, high quality care through a comprehensive array of professional development opportunities and services.

IFCC will hire a bilingual part-time Family Child Care Professional Learning Facilitator (Facilitator). The Facilitator will prepare and facilitate series-based professional learning experiences for home-based childcare providers in New York City. The Facilitator reports to the Director of IFCC and works closely with all facilitation staff.

### Responsibilities

## **Professional Learning Facilitation**

The Facilitator will:

- Prepare and deliver series-based professional learning experiences to home-based child care providers
- Assist in the collection of feedback and data about IFCC professional learning programs
- Work collaboratively with the IFCC team to develop and implement new professional learning content and strategies

## **Other Duties**

- Participate in planning meetings and staff gatherings as required.
- Perform special projects and other duties as assigned.

## **Qualifications**

### **CORE COMPETENCIES/QUALIFICATIONS**

#### **Minimum Qualifications**

- Extensive knowledge of and experience in child development/early childhood education
- Experience designing and facilitating group learning for adults
- Fluent in spoken and written Spanish
- Experience working with diverse populations
- Excellent communication skills and ability to motivate people
- BA in Early Childhood Education, Special Education, Psychology or Social Work
- Minimum of 5 years of direct experience in early childhood education or child care
- Available evenings and weekends

#### **Preferred Qualifications**

- Experience with home-based child care or family engagement
- A complete and current profile in the Aspire, New York's early childhood workforce registry
- Possess a Training and Technical Assistance Professional Credential, or the ability to obtain the credential within a mutually agreed upon timeframe (<http://nysaeyc.org/credentials-offered-by-nysaeyc/>)

## **Physical Requirements**

- This position operates in a professional office environment. This role routinely uses standard office equipment such as conference/webinar software, personal computers, laptops, photocopiers, filing cabinets and presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time, and repetitive motion (keyboarding).
- Ability to travel to various locations in the five boroughs of New York City.

## **EEO Info**

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AE Employer.

## **Application Instructions**

### **How To Apply**

Please apply using the link below. Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

<https://www.rfcuny.org/careers/postings?pvnID=VA-2001-003493>

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