

# Child Development Assessment Specialist, Part Time

New York Early Childhood Professional Development Institute

Brooklyn, NY

Part-time

Hybrid

\$40.00 - \$40.00 an hour\*

\* 18-25 hours/wk

Posted on September 17, 2021

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## Job Description

The Child Development Assessment Specialist will provide screening and authentic assessment professional learning (PL) and support for the New York City Department of Education's Division of Early Childhood Education (DECE). This training and support will enable teachers and leaders in all program types to use screening tools and to implement an authentic assessment system. Equipped with a solid understanding of child development and adult learning theory, the ideal candidates will also have strong critical thinking, content development, communication and training skills.

This is a grant-funded position with the possibility to be renewed on an annual basis. Multiple positions available.

## Responsibilities

### Screening and Assessment Professional Learning and Support

- Provide consultation and support in the development of professional learning related to screening and assessment.
- Lead large-scale professional learning facilitation for professional development providers, educational leaders, teachers and family child care network staff.
- Provide targeted screening and assessment support across the five boroughs (in person or virtual)

### Data Tracking and Communications

- Submit a log documenting each visit in a timely manner.
- Provide outreach to programs regarding screening and assessment policies.

## **Other Duties**

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned

## **Qualifications**

### **Minimum Qualifications**

- Master's degree in Early Childhood Education or related area.
- 3+ years of experience as an early childhood teacher in a program that utilized an online Authentic Assessment tool.
- 2+ years of experience creating and providing professional learning experiences for teachers.
- Ability to think critically about assessment systems
- Demonstrated commitment to equity
- Demonstrated knowledge of early childhood screening and assessment tools.
- Demonstrated ability to analyze, interpret and communicate about data.
- Proficiency with Excel, Microsoft Teams, PowerPoint, and Zoom
- Exceptional interpersonal skills.
- Ability to develop and sustain successful collaborative partnerships.
- Excellent oral and written communication skills.

### **Preferred Qualifications**

- Bilingual in Spanish or Mandarin
- Familiarity with Learning Stories
- Experience teaching or leading in site that implements DECE policies and curriculum

### **Physical Requirements**

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other 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. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other sites as needed.

## **Application Instructions**

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

## **Additional Information**

### **EEO Info**

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