Screening And Assessment Project Associate

New York Early Childhood Professional Development Institute

Brooklyn, NY

Posted on September 17, 2021

Job Description

The Early Childhood Screening and Assessment Team provides 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 enables teachers and leaders in all program types to use screening tools and to implement an authentic assessment system. Reporting to the Director of Early Childhood and the Screening and Assessment Project Manager, the Project Associate will support the leadership and manage the organizational needs of the Screening and Assessment Team. The Project Associate will be motivated, detail-oriented, and an enthusiastic individual with the ability to take initiative, use sound judgement, and exercise discretion and tact.

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

Responsibilities

Program Support

- Project administration assistance for the Screening and Assessment Team
- Assist screening and assessment specialists in scheduling PL for individual sites
- Ensure clear, accurate and timely communication to sites by monitoring screening and assessment email and phone systems
- Assist in the preparation of a wide variety of written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, etc.).
- Coordinate projects, activities, and/or events
- Maintain manual and electronic documents, files, and records (information databases, etc.) to provide current information and/or historical reference to assist with project management
- Provide basic technical assistance by phone and email

Other Duties

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

Qualifications

Minimum Qualifications

- Bachelor's degree in early childhood education, organization management, non-profit management, or a related field
- Three years of related experience
- Demonstrated commitment to equity
- Experience coordinating multiple projects and event planning
- Ability to work effectively with staff, associates, and internal and external constituents
- Strong understanding of the need to maintain confidentiality, safeguard information, and handle documents with sensitivity
- Positive attitude, flexible and creative approach to problem solving
- Proficient with Excel, Word, Powerpoint, Microsoft Teams, Qualtrics, and Google Applications
- Strong reading, written, and oral communication skills required.

Preferred Qualifications

- Familiarity with Teaching Strategies Gold, Work Sampling System, and/or COR Advantage Assessment Systems

Physical Requirements

- 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

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expressions, sexual orientation, national origin, genetic information, disability, 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/AA Employer.