Career Development Center
New York Early Childhood Professional Development Institute

Director, The Aspire Registry

New York Early Childhood Professional Development Institute

Brooklyn, NY

Program Director | Full-time | Hybrid | $85,000 - $90,000 a year

Posted on April 19, 2022

Job Description

The Aspire Registry is New York's early childhood workforce data system and is part of New York Works for Children, the state's integrated early childhood professional development system. The Director of the Aspire Registry holds a critical role to the success of the ongoing implementation of the Registry. The Aspire Registry is a web-based information system that helps early childhood providers track their ongoing professional development, education, and experience and helps them find professional development. The Registry is also a vital resource for program leaders, professional development providers, and regulators. The Director will provide significant leadership and project management to support the achievement of the organization's and the project's overall goals. The Director supports and reports to the Senior Director of New York Works for Children to ensure effective implementation of the Registry, and maintains partnerships with contractors and funders. The Director directly supervises the Registry team, oversees Registry planning, supports the fulfillment and timely completion of contract deliverables, ensures that quality services and positive communications is provided to Registry members, and supports and manages a fast-paced, dynamic, growing team.

Responsibilities

Project Leadership

- Work with the Senior Director to implement the Aspire Registry strategic plan.
- Oversee Registry processes including policies/procedures, quality assurance processes, and reporting.
- Build relationships with partner agencies both locally and nationally, to insure maximum effectiveness in the growth of The Aspire Registry.

- Work with database developer and statewide stakeholders to implement ongoing database development to ensure the registry system continue to meet the needs of the early childhood workforce
- Represent the Registry at conferences and other events in the field.

Supervision

- Lead and effectively supervise the Aspire Registry team using a strengths-based perspective
- Complete annual performance reviews with all staff
- Organize and run team meetings to ensure work plans are moving forward

Data and Reporting

- Work with stakeholders to develop data reports that inform statewide initiatives.
- Analyze data collection and processing system to make recommendations for improvement.
- Prepare reports of quantitative and qualitative data for funding reports and meet required deadlines.
- Work with Institute colleagues and outside stakeholders when Aspire data is required for research purposes.

Other Duties

- Lead staff meetings and trainings as required.
- Be an active state registry representative and participant of activities led by The National Workforce Registry Alliance
- Undertake additional special projects at the discretion of the Senior Director and the Institute's Executive and Deputy Executive Directors

Qualifications

Minimum Qualifications

- Master's degree in early childhood education, workforce development, systems development, or a related field.
- Demonstrated interest and understanding of data systems-building; experience working with software developers.
- Experience building and improving systems and processes in high stakes projects
- Flexible mindset of continuous quality improvement – always seeking how to be better and encouraging staff to do the same

- Knowledge of New York’s early childhood education landscape.
- Demonstrated experience building relationships with a diverse customer base and partners at the local, state, and national level.
- Demonstrate initiative and professional expertise and judgement to work independently and as a team leader.
- Possess strong project management and organizational skills to prioritize and delegate while attending to detail, deadlines, and competing demands.
- Knowledge of and experience providing customer service
- Excellent oral and written communication skills.
- Exceptional interpersonal skills and the ability to establish trust and rapport with different types of stakeholders
- Proficiency in Microsoft Office (Excel, Word, and PowerPoint);.
- Experience or knowledge in current research and best practices on building equitable workforce data systems.

Preferred Qualifications

- Experience working in an early childhood education setting
- Knowledge of workforce requirements in and across early childhood systems at the state and federal level, such as the Child Care Development Grant Fund, Head Start Program Performance Standards, and state initiatives focused on infants, toddlers, and preschool age care and education
- Experience in non-profit or higher education settings
- Project management experience
- Proficiency in Adobe programs and communications tools (Zendesk, Teamwork, Slack)

Application Instructions

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

Additional Information

EEO Info

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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.

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