

# Early Childhood Coach

New York Early Childhood Professional Development Institute

Brooklyn, NY

Full-time

Hybrid

\$75,000 - \$78,000 a year

Posted on August 16, 2022

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## Job Description

Institute Coaches provide professional development support to early childhood educators throughout New York City. Drawing on their expertise in early childhood pedagogy and adult learning theory, Institute Coaches work with organizations and individuals to develop individualized coaching plans. Coaches may provide a combination of professional learning sessions, leadership coaching, group coaching and individual coaching. Coaches collect qualitative and quantitative data about their work for contribution to program reports. In addition to their work with programs and individuals, Institute Coaches collaborate with the Senior Director of Early Childhood Professional Development and Institute staff to write and deliver professional development initiatives for organizations, agencies and initiatives throughout New York State.

## Responsibilities

### DUTIES AND RESPONSIBILITIES

#### Direct Coaching to Early Childhood Programs

- Provide direct coaching using a range of strategies to build confidence and competency in each teacher and/or program leader.
- Establish trusting relationships.
- Analyze needs and build quality improvement plans in collaboration with the agency leadership team, teacher, and site leader.
- Support Early Childhood professionals across a range of programs to develop their capacity to:

- Identify their own professional development goals and become more self-directed in pursuing those goals.
- Increase the effectiveness of their practice with children and families.
- Develop dispositions that foster strong relationships with children and families.
- Be better able to articulate their practice and make intentional decisions.
- Develop reflective capacity.
- Sustain changes they have made in their practice

### **Compiling and Use of Coaching Data**

- Maintain description documentation of coaching progress.
- Complete logs for each coaching visit in a timely manner.
- Use coaching data to reflect on and improve practice

### **Collaborate with Coaching Team**

- Participate in weekly communities of practice with the coaching team
- Participate in biweekly reflective supervision with the Director of Early Childhood
- Contribute to resource library

### **Other Duties**

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.
- Contribute to the development of professional development initiatives
- Other duties as assigned by the Senior Director of Early Childhood Professional Development and the Executive Director

## **Qualifications**

### **CORE COMPETENCIES/QUALIFICATIONS**

#### **Minimum Qualifications**

- Master's degree in Early Childhood Education or related area.
- NYAEYC Professional Development Specialist Coach Designation or capacity to obtain this designation within 6 months of hire.
- At least 6 years of experience in early childhood education, preferably as a leader, family child care provider and/or teacher.

- At least 2 years of relationship-based coaching experience.
- Knowledge of Practice-Based Coaching model.
- Familiarity with Pre-Kindergarten, Family Child Care, Schools, and Community-Based Organizations.
- Thorough understanding of NYC Division of Early Childhood Education Policies and New York State Core Body of Knowledge.
- Strong knowledge of Head Start Performance Standards and ability to provide technical assistance regarding meeting performance standards.
- Current CLASS certification and/or ability to become certified.
- Strong knowledge base in both child and adult development.
- Exceptional interpersonal skills.
- Ability to articulate and engage in linguistically and culturally responsive practices.
- Ability to develop and sustain successful collaborative partnerships.
- Excellent oral and written communication skills.

### **Preferred Qualifications**

- Bilingual in Spanish.

### **Physical Requirements**

- This position operates in a professional office environment located in Brooklyn, NY, and is currently hybrid, working 70% in the office or at coaching sites. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and 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.
- As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as

Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

**EEO Info** (*standard language to be included on all job postings*)

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. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.

## **Application Instructions**

### **How to Apply**

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

<https://www.rfcuny.org/careers/postings?pvnID=VA-2208-005020>