

# Education Specialist - Family Child Care Network (Fccn)

Union Settlement Association, Inc.

New York, NY

Education Coordinator

Full-time, Temporary

Onsite

\$55,000 - \$58,500 a year

Posted on July 30, 2024

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## Organization Statement

### Organizational Summary

Union Settlement is an East Harlem based nonprofit organization founded in 1895. For 129 years, Union Settlement has provided critical and innovative programming to children, youth, families, and older adults. As a pioneer of the settlement house movement, Union Settlement continues to meet the needs of the ever-changing East Harlem community through its core programs. Through these programs, New Yorkers gain opportunities, develop skills, and become empowered to pursue and achieve their dreams.

Today, Union Settlement provides services through 33 program sites in approximately 28 locations. Union Settlement's current programmatic portfolio includes 8 core program areas: Early Childhood Education, Youth Services (including after school programs), Family Services (including the Family Enrichment Center and the Family Childcare Network), the East Harlem Community Partnership, Adult Education, Mental Health Services, Older Adult Centers, and Economic Development. Union Settlement serves more than 10,000 individuals and nearly 1,000 businesses every year.

Strengthened by a dynamic, diverse, and collaborative workforce of more than 350 employees, Union Settlement also serves as a connector, convener, and advocate for East Harlem and its partners. To learn more about Union Settlement, visit [www.unionsettlement.org](http://www.unionsettlement.org).

## Job Description

### Position Summary

Union Settlement and the Department of Education (DOE) view family child care as a respected and valued profession within the early care and education system in New York City. We seek to

support and enhance the existing strengths of family child care as birth-3 programs that promote continuous and responsive relationships, strengthen early learning skills, build resilience, and lay the foundation for all future learning. The primary role of the Education Specialist is to build strengths-based relationships with affiliated providers to support the implementation of high-quality play-based instruction.

## **Responsibilities**

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- Deliver strength-based, practice-based coaching for up to 17 affiliated family child care providers as they implement a mixed-age curriculum following the DOE's Creative Curriculum.
- Provide coaching and guidance to affiliated providers on the educational curriculum's implementation by providing home visits at least twice per month for at least 90 minutes per provider visit.
- Adapt, coach, and model curriculum activities with affiliated providers that foster hands-on developmentally appropriate and relationship-based interactions with all children including infants and toddlers and children with developmental delays or disabilities.
  - Assist affiliated providers in documenting and gathering observations of children to determine children's progress on key developmental milestones as track through Teaching Strategies Gold (TSG).
  - Support affiliated providers in using TSG by entering children's progress data in a timely manner and supporting its use for curriculum, lesson planning, and during conversations or conferences with families.
  - Collaborate with the Director of Curriculum, Training and Coaching to support the professional development needs of affiliated family child care providers.
  - Document all coaching sessions aligned with the DOE's Early Childhood Framework for Quality (EFQ).
  - Collaborate with the program and senior staff in offering opportunities for parents and family members to be involved in the program's education and family services.
  - Collaborate with the management team in implementing annual program self-assessment, staff evaluations, professional development, and monitoring compliance with the NYCDOE's Family Child Care Policy Handbook and contract.

- Obtain required training to maintain compliance with the NYCDOE's contract and policy handbook.
- Participate in staff meetings, one-on-one supervision sessions, and other meetings as needed to address the needs of affiliated providers, children, and families.
- Collaborate with the team members in supporting providers in meeting compliance and ensure the health and safety of children in the programs.
- Participate in the program's staff professional learning sessions and attend other training courses as needed or identified by program senior management and supervisors.
- Other tasks as assigned by the Director, Family Child Care Network.

## **Qualifications**

### **Skills**

- Willingness to travel within the Manhattan area.
- Time management skills are essential.
- Ability to multitask.
- Must be a team player.
- Appreciation for the unique needs of all childcare providers and families.
- Bilingual preferred

### **Qualifications**

- BA/BS in early childhood or infant/toddler studies (required)
- Experience teaching children under four (required)
- Excellent computer skills (required)
- Experience working within a family child care network (preferred)
- Excellent organizational skills and interpersonal skills.
- Overall flexibility and ability to work under pressure and meet many deadlines

## **CORE COMPETENCIES**

- **Leading Others:** Creates a sense of urgency throughout the organization on the importance of achieving outcomes. Inspires, influences, and enables team members to reach their goals

- **Facilitating Change:** Approaches challenges with creativity and flexibility. Demonstrates analytical thinking. Guides change to meet Union Settlement's goals.
- **Managing Performance:** Evaluates and revises goals semi-annually with the team. Provides consistent supervision and documents performance highlights and concerns
- **Applying and Developing Expertise:** Embraces and leads the team to achieve milestones. Seeks and supports professional development opportunities for team members. Manages finances and budgets effectively
- **Communicating and Collaborating:** Listens well and actively engages with others with honesty and integrity and holds team accountable to the same standard
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

Please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org) to view the list of open positions.

The direct link to the application for this role is here: [Education Specialist - Family Child Care Network \(FCCN\)](#).

## Additional Information

### Union Settlement's Diversity, Equity & Inclusion Commitment

Union Settlement is an equal opportunity employer. They do not discriminate on the basis of race, color, religion, marital status, age, national origin, physical or mental disability, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

35 hours/week