

# Education Specialist

Queens Community House/Childcare Network (QCCN)

Queens, NY

Other

Full-time

Hybrid

\$20.00 - \$24.00 an hour

Posted on September 13, 2024

## Organization Statement

Queens Community House (QCH) - Childcare Network (QCCN) oversees a growing network of licensed group and family group childcare providers throughout Queens. Our Network supports Queens families and children from infancy through age 12. QCCN has great career opportunities now available for an:

Education Specialist and a Health & Safety Monitor.

## Job Description

### EDUCATION SPECIALIST

We are seeking an Education Specialist to support the Queens Childcare Network (QCCN). The primary role of the Education Specialist is to build strengths-based relationships within our network of licensed in-home childcare providers. This role focuses on guiding and supporting our family or group family daycare providers by coaching them on play-based instruction in accordance with Department of Education (DOE) curriculum.

## Responsibilities

- Serve on a team supporting a network of regulated in-home childcare providers serving 500+ children ranging in infancy to 12 years of age.
- Assist in the launching of a new NYC DOE contract for the EarlyLearn and 3K Programs.
- Provide effective guidance to ensure effective services to QCH's 45+ affiliated family and group family childcare providers.
- Collaborate with the QCCN Education Director, Family Support Worker, and Health Monitors to meet the needs of all children and families.
- Provide twice monthly strength-based practice-based coaching to up to 17 affiliated

providers as they implement a mixed-age curriculum.

• Adapt and provide guidance to affiliated providers on the implementation of an evidence-based curriculum for mixed-age group settings that meets the individual needs of all children.

• Review and adapt appropriate curriculum with affiliated providers that foster hands-on developmentally appropriate and relationship-based interactions with all children.

• Assist affiliated providers gathering observations of children and entering child assessment data in a timely manner and support its use for curriculum and lesson planning.

• Document all coaching sessions aligned with the DOE's Early Childhood Framework for Quality (EFQ).

• Assist in ongoing outreach, enrollment, and all other administrative tasks.

• Support QCCN Education Director in coordinating all required professional learning days throughout the year.

• Maintain relationships with community partners who provide mental health, special needs, and other support services for all affiliated providers and families.

• Participate in weekly Network team meetings and applicable NYC DOE Trainings and Meetings.

• Assist in the facilitation of monthly Network Professional Learning/Development sessions.

• Other tasks as assigned by the Education or Network Director.

## Qualifications

• BA/BS in Early Childhood or Infant/Toddler Studies; Master's degree preferred; Comparable Social Work, Psychology or Human Service education also accepted;

• Bilingual English/Spanish: verbal, reading & written fluency (preferred);

• Computer literate: Microsoft Word, Excel, & Teams; and Zoom (required);

• Experience teaching or serving children under age 5 (required);

• As indicated, ability to work effectively from home or another remote location with consistent Wifi, privacy and utilization of agency communication and learning tools (required);

• As indicated, ability to efficiently travel within QCH Network (Queens, NY) catchment area and conduct on site coaching sessions at designated in-home daycares (required);

• Exceptional time management skills; Ability to multitask; Must be a team player (required);

• Cultural sensitivity; Respect for the unique backgrounds of all QCCN providers and families (required);

• Experience working in family or group family (in-home) childcare (preferred).

- **Minimum Education Level:** Bachelor's Degree

- **Preferred Education Level:** Master's Degree

## **Application Instructions**

If you would like to join our team, please submit a Cover Letter, Resume and Reference List to QCCN at [childcare@qchnyc.org](mailto:childcare@qchnyc.org)

## **Additional Information**

Queens Community House offers a competitive salary commensurate with experience and a comprehensive benefits package. The benefits package includes medical/dental/vision offerings, life insurance, flexible spending accounts, and a 403b plan. We value health and wellness too and as such staff can earn up to 27 annual leave days (17 in your first year), 12 sick days, and enjoy most federal holidays. Staff can also take advantage of an array of professional development opportunities.

Status: Full-Time, Non-Exempt Salary: \$45,000 - \$51,000 per annum; commensurate with experience. Schedule: 35 hours per week, M-F

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