



Education Disabilities Coach Specialist

Urban Strategies

New Rochelle, NY

Coach / PD Provider

Full-time

Onsite

\$27.55 - \$27.55 an hour

Posted on April 1, 2025

Organization Statement

About Urban Strategies

Urban Strategies exists to equip, resource and connect faith- and community-based organizations so that all children and families can reach their full potential. Headquartered in Washington, D.C., our team serves in the U.S. mainland, Puerto Rico, and Central America.

COMPANY CULTURE

Our work is driven by our three core values:

1. **Authentic Relationships** are foundational to our work and move beyond a transactional nature to truly know people. They serve as opportunities for mutual development and growth and are based on the belief that all people have inherent dignity and worth.
2. **Servant Leadership** is rooted in an other-centric mindset that informs the way one leads and builds up individuals, families, and communities.
3. **Intentional Compassion** describes a deliberate commitment to understand, formulate strategic responses, and activate others to reach their full potential.

<p>BENEFITS</p>	<ul style="list-style-type: none"> • Remote work for eligible positions. • Medical and Dental is paid 95% by company and 5% by employee (individual or family).Â • Vision is covered 100% (individual or family). • 401K matched contributions up to 4%. • Employee Assistance Program. • Vacation time is generous but varies depending on program and position. Â • 9 Sick Days and 11 Holidays. • Every teammate gets long and short-term disability free. • Positions that require laptops, the company provides one. • Positions that require cellphone, company issues one.
<p>PERKS</p>	<ul style="list-style-type: none"> • Meaningful employee engagement programs. • Education discounts (BA-PhD) with a variety of education partners.Â
<p>OTHER</p>	<ul style="list-style-type: none"> • Employment is conditional pending satisfactory results of all required tests and background checks.Â

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Urban Strategies provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, gender, national origin, age, sexual orientation, disability, or other legally protected classifications under applicable federal, state and local legal protections.Â

Job Description

General Description

Direct the provision of high-quality education and child development services for infants and toddlers and the provision of services for infants and toddlers with disabilities. This encompasses a system of educational services inclusive of child screenings and assessments, teaching and learning environment, curricula, and parent and family engagement. The education system of services must be responsive to the needs and strengths of dual language learners, homeless children, children in foster care, and children with disabilities. Supervise home visitors and assure compliance with the Head Start Performance Standards, applicable regulations including state licensing requirements, IDEA, and 504 Rehabilitation Act. Direct and provide a professional development program that is responsive to the needs/strengths of teachers, home visitors and parents and includes a coaching component for teachers and home visitors. Collaboration with Health/Mental Health, Nutrition, and Family/Community Engagement Services is essential for a holistic approach to child growth and development. Establish/maintain comprehensive data, recordkeeping, and reporting systems on all aspects of the educational process. Extensive interaction with children, staff, parents, and the larger community is also required.

Responsibilities

What You'll Be Doing

- Engage in comprehensive, integrated planning with management team: to develop/improve the education/disabilities goals/outcomes that support school readiness.
 1. to develop/improve a system of education and child development services that is responsive to the school readiness needs and strengths of all infants and toddlers including dual language learners, homeless children, children in foster care, and children with disabilities.
 2. to assure alignment of child screenings and assessments, curricula, teaching/learning environment and practices, and the engagement of parents/family to the education system.
 3. To assure alignment with the Head Start Early Learning Outcomes Framework and the New York Early Learning Guidelines.
 4. to ensure the implementation of the system of education and child development services.
 5. to ensure compliance with IDEA and 504 Rehabilitation Act.
 6. to ensure the transition of toddlers from EHS to Head Start, Pre-K, or Child Care.

7. Develop Policies and Procedures for the EHS Education and Child Development System of Services and oversee their implementation.Â

- Assess community, program, child, and family educational needs and available resources; compile and analyze data; produce reports; assure the integration of all children as well as dual language learners, homeless children, children in foster care, and children with disabilities.Â
- Administer the education services budget and assure fiscal integrity.Â
- Create a professional development plan for all teaching staff that is aligned with child screenings and assessments, curricula, teaching practices, learning environment, and is inclusive of coaching support.Â
- Assist in the development, implementation, and documentation of a comprehensive parent training program inclusive of health, mental health, nutrition, and family services. Â
- Collaborate with Family/Community Engagement Manager, Nutrition Manager, and the Health/Mental Health Manager to assure alignment to and support of education and child development services.Â
- Assist with the development of the Community Assessment.Â
- Assist with the annual program self-assessment and federal onsite review process, focused on the education and child development services system; report on strengths, recommendations, required improvements; implement improvements and recommendations; incorporate into program planning process.Â
- Practice data-driven decision-making by collecting, analyzing, and interpreting all education and child development services data (PIR, Child Plus, child screenings and assessments, monitoring, and self-assessment) and direct staff to assure continuous improvement practices.Â

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POSITION SPECIFIC DUTIES AND RESPONSIBILITIESÂ

Â Education ResponsibilitiesÂ

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- Assure the quality implementation of child screenings and assessments by providing training on administration, scoring and documenting results; assist teachers and home visitors in the development of learning plans and practices for meeting the needs and strengths of children based on the results.Â

- Collaborate with the EHS Director in the selection of curricula, supplementary instructional materials, and furniture to equip each classroom as appropriate for infants and/or toddlers.Â
- Assures that the curriculum is content rich, follows a scope and sequence, and is research based.Â
- Assures that the classroom and playground learning environments are safe, developmentally appropriate, and stimulating for learning and development.Â
- Guide and monitor the implementation of a coaching approach for all teachers.Â
- Monitor/Observe classrooms, home visits, teachers and home visitors to assure high-quality teaching practices are implemented for all infants and toddlers and families. Â
- Provide training to all staff on individualization for each child, observation and record-keepingÂ techniques, Child Abuse/Neglect and reporting, home visiting and parent-teacher conferenceÂ techniques, lesson planning, and the referral process.Â
- Ensure that classrooms, home-based socialization environments, and learning plans are culturally and linguistically appropriate for all children including dual language learners, homeless children, children in foster care, and children with disabilities.Â
- Develop a plan for the engagement of parents, as first teachers, in the education and development of their children.Â
- Support teachers and home visitors in maintaining documentation on the accomplishments in achieving theirÂ individual educational goals, Child Development Associate certificate, Associate of Arts Degree, andÂ bachelorâ€™s degree in early childhood education.Â

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Disability ResponsibilitiesÂ

- Review the developmental screening and assessment of all children; use the results to identify potential children with special needs and makeÂ referrals as needed.Â
- Collaborate with Part C (ECI) agencies in the planning, implementation, and evaluation ofÂ disabilities services for children with special needs. Ensure IEPs and IFSPs are followed in theÂ classroom.Â
- Obtain or develop Memorandums of Agreements with community providers for services as needed.Â
- Assure compliance with IDEA and 504 in accommodating and meeting the needs of children who have been diagnosed with a disability.Â
- Assure that all children with disabilities receive individualized instruction in an inclusive environment.Â

- Provide training and support to teachers and home visitors in the specific needs of children with disabilities.Â
- Provide support and education to parents who have a child with a disability.Â

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PHYSICAL RESPONSIBILITIESÂ

Ability to see at normal distance, hear normal conversations and sounds and use hands and fingers to fill out required forms. Ability to lift infants and toddlers weighing up to forty (40) pounds, twenty (20) pounds overhead and forty (40) pounds from waist to shoulder; occasional lifting of fifty (50) pounds is required and must be able to push/pull up to fifty pounds horizontally. Ability to sit on the floor, bend at the waist, kneel and/or stoop 75% of the time.Â

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury.

Qualifications

Preferred Qualifications

- Masterâ€™s degree in early childhood education or related field.Â
- Knowledge of Head Start Performance Standards.Â
- Familiarity with early childhood curricula.Â
- Bi-lingual in English/Spanish preferred.Â
- Advance knowledge of MS Office Suite.Â

Minimum Qualifications

- Bachelorâ€™s Degree in Early Childhood Education, Child Development or related field.Â
- Knowledgeable in all regulations pertaining to IDEA and 504 Rehabilitation Act.Â
- Two years or more of teaching and supervising experience in a similar position.Â
- Ability to work effectively with people from a variety of backgrounds.Â
- Excellent interpersonal and communication skills, including demonstrated writing ability and conducting professional development.Â

- Competency in using computer hardware and software to effectively maintain education services records, communication, reports, and conduct presentations.
- Must have Valid Driver's License, Personal Vehicle and Liability Insurance required.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

To apply: Please visit www.urbanstrategies.us/careers

If you have any questions please email: treyes@urbanstrategies.us,
tbennett@urbanstrategies.us