

Child Development Specialist / Staffed Family Child Care Network Coach

Niagara Community Action Program

Niagara Falls, NY 14305

Coach / PD Provider

Full-time

Onsite

\$21.35 - \$24.78 an hour

Posted on August 25, 2026

Organization Statement

Niagara Community Action Program, Inc. is a county-wide agency dedicated to reducing poverty by initiating and conducting self-sufficiency programs. The Niagara CAP Child Care Resource Center (CCRC) helps families in Niagara County find reliable, affordable child care while supporting providers in building and sustaining successful programs. The CCRC works closely with providers on licensing, training, and professional development, and partners with Early Head Start programs and all licensed day care, group family, or family day care centers; to enhance the quality of care for infants, toddlers, and children up to twelve years old. Our ultimate goal is to empower individuals and families to reach their fullest potential. We strive to be "An Informational Source" for parents, providers, businesses, and the community regarding:

- Assisting families in finding child care
- Promoting quality child care for all children
- Helping individuals become registered/licensed child care providers
- Providing professional development for child care providers
- Supplying resources for businesses and the community

Job Description

The Child Development Specialist / Staffed Family Child Care Network Coach provides individualized, relationship-based support to child care providers to strengthen program quality and promote positive outcomes for children and families. Through coaching, technical assistance, observation, training, and resource connection, this position helps providers create developmentally appropriate, responsive, and engaging learning environments. Support may

include guidance around child development, curriculum and activities, behavior guidance, social-emotional development, family engagement, routines and transitions, supervision, health and safety, assessment and screening, and OCFS regulations. As a Staffed Family Child Care Network Coach, the role also supports family child care providers through the Empire State Family Child Care Collaborative by providing hands-on assistance, personalized business support, and practical tools designed to reduce administrative demands and strengthen program operations. Coaching may include support with Child Care Management Software, enrollment and billing processes, family communication, referrals, professional networking, and connecting providers with additional resources.

Responsibilities

- Provide training and support to parents and child care providers through individualized technical assistance and professional development opportunities.
- Provide technical assistance to registered and licensed child care programs regarding applicable child care regulations and requirements.
- Assist child care providers in understanding and meeting federal, state, and local regulations by providing guidance, resources, and support related to regulatory compliance.
- Support providers in maintaining accurate, organized, and up-to-date family, child, and staff records.
- Assist providers with the use of Child Care Management Systems, including Brightwheel, to maintain required records and documentation.
- Provide guidance on record-keeping requirements and support providers in effectively utilizing Child Care Management Systems to maintain accurate documentation and support compliance with child care regulations.

Qualifications

- Bachelor of Science (B.S.) degree in Early Childhood Education.
- Training and experience related to New York State child care regulations.
- Professional experience working in a licensed child care setting.
- Valid New York State driver's license.
- Reliable, working vehicle.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Please submit your resume and two references to Angela Burns by August 28th, 2026.

Email: childcareniagara@niagaracap.org

Niagara Community Action Program, Inc., 1521 Main Street, Niagara Falls, NY, 14305

Language Requirements

English

Additional Information

- Dental Insurance
- Health Insurance
- Life Insurance
- Vision Insurance
- Paid Time Off (PTO)