

Family Child Care Network Education Specialist

Kingsbridge Heights Community Center

Bronx, NY 10463

Other

Full-time

Onsite

\$40,000 - \$46,238 a year

Posted on August 26, 2026

Organization Statement

Kingsbridge Heights Community Center (KHCC) is a 50+ year old multi-service not-for-profit organization based on the settlement house model and located in the Bronx. We provide resources for Bronx residents from cradle to career to advance education and well-being for a vibrant community. KHCC serves over 5,000 families annually with an inclusive environment for children with special needs, low-income families, recent immigrants, survivors of sexual and domestic abuse, and at-risk teens. KHCC helps participants overcome adversity and develop the skills they need to build bright futures.

Job Description

The Family Child Care specialist drives quality improvement across our network of affiliated home based childcare providers. This role ensures our network delivers equitable early childcare education that prepares children for success.

Responsibilities

Conduct 2 site visits on a monthly basis to provide strength-based practice-based coaching to affiliated providers.

? Provide guidance to all affiliated providers in how to implement the Creative Curriculum for mixed age group settings that meet the individual needs of all children. ? Conduct Screenings based on child's age and need. Keep score in Screening Tracking ? Track Screening for each child enrolled.

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

- ? Assist providers with Curriculum implementation, gathering observations, imputing data into Teaching Strategies Gold and Child Plus (as needed) .
- ? Support providers with weekly lesson plans, Parent- Teacher Conferences (3 times a year)
- ? Document all Coaching sessions aligned with DOE's Early Childhood Framework for Quality (EFQ)
- ? Keep track of all observations, checkpoints and conferences,
- ? Assist on ongoing outreach, enrollment and administrative tasks (Provider's Payments, Parent's Payments, Application, Recertification, Intakes ect.
- ? Add all visits to Child Plus Notes.
- ? Organize and Coordinate with Education Director and / or Family Child Care Network Director all required Professional Learning Days.
- ? Makes referral as needed
- ? Maintain relationships with Community partners who provide Mental Health, Special needs, and other support.
- ? Build Relationship and sign Partnership with Community Partners.
- ? Participate in all FCCN PL days.
- ? Participate in weekly staff meeting, Providers Professional Learning Days and Staff Professional Learning Days.
- ? Organize, support, coordinate and run Professional Learning Days.
- ? Any other task as assigned by Family Child Care Director.

Qualifications

- Experience teaching children under six(required)
 - ? Experience working in Family Child Care and/or with infants and toddlers(preferred).
- ? BA/BS in early childhood or infant/toddler studies (required)
 - **Minimum Education Level:** Bachelor's Degree
 - **Preferred Education Level:** Bachelor's Degree

Application Instructions

N/A

Language Requirements

English, Spanish

Additional Information

- ? Willingness to travel within FCC Network catchment area,
- ? Time Management skills essential
- ? Ability to multitask

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