



Job Title	Pre-K Assessment Specialist
PVN ID	VA-1608-001312
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	NY Early Childhood Professional Developm
Status	Full Time
Hourly Rate	\$35.00-\$35.00
Hour(s) a Week	35
Closing Date	Dec 09, 2016 (Or Until Filled)

General Description

The New York Early Childhood Professional Development Institute is a fast-paced, dynamic public/private partnership that works to ensure that all early childhood practitioners have access to a comprehensive system of professional development. The Institute is committed to the success of NYC's Pre-K for All Program and its teachers and is searching for full-time and part-time Pre-K Assessment Specialists who have the skills and expertise to support the successful implementation of developmental screening and authentic assessment tools.

The Pre-K Assessment Specialist will provide targeted support to Pre-K for All programs in meeting the Department of Education (DOE) expectations related to:

- Using a developmental screening tool to identify potential developmental delays and English Language Acquisition support needs.
- Implementing an authentic assessment system to monitor children's developmental progress while informing curriculum and instruction.
- Deepening teachers shared understanding of children's development and learning across domains to inform instruction.

Equipped with a solid understanding of child development, the ideal candidates will have strong data analysis and professional development skills.

Full time and Part time positions are available. These positions will begin on September 1, 2016, and end on June 30, 2017.

SALARY: Full time (35 hours/week): \$63,210

SALARY: Part time (18 hours/week): \$35/hour

Other Duties

Reporting to the Institute's Director of Early Childhood, the Pre-K Assessment Specialist will provide targeted support to Pre-K for All programs in meeting DOE expectations by:

- Conducting site visits to Pre-K for All programs in order to support staff in implementing screening and assessment tools in a culturally, linguistically, and developmentally responsive manner.
- Maintaining accurate records of each visit in as determined by the DOE Division of Early Childhood Education (DEDE).
- Supporting the DECE effort to collect, manage, and analyze data necessary to support implementation of developmental screening and assessment.
- Conducting outreach to Pre-K for All programs, including providing clear, accurate and timely communication to sites related to developmental screening and authentic assessment topics.
- Reviewing and responding to reports and inquiries submitted by field offices, partner agencies and site leaders.
- Analyzing data with basic Excel methods (including vlookup), interpreting results, and providing written summaries of data analyses.
- Providing professional learning support to Pre-K for All teachers and leaders related to developmental screening and authentic assessment.
- Other duties as assigned by the Director of Early Childhood

Qualifications

- Master's degree in Early Childhood Education or related area.
- At least 3 years of experience as an early childhood teacher in a program that utilized an online Authentic Assessment tool.
- At least 2 years of experience providing professional learning experiences for teachers.
- Knowledge of early childhood screening and assessment tools.
- Demonstrated ability to analyze, interpret and communicate about data.
- Familiarity with Pre-K for All Program Quality Standards and the Pre-K Foundation for the Common Core.
- Exceptional interpersonal skills.
- Ability to develop and sustain successful collaborative partnerships.
- Excellent oral and written communication skills.
- Ability to travel by public transportation to classroom sites throughout the five boroughs.

Please submit your cover letter and resume via the Research Foundation website at:

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