



<b>Job Title</b>	Early Childhood Coach
<b>PVN ID</b>	VA-1808-002655
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 05, 2018 (Or Until Filled)

## General Description

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**MISSION**

We build innovative educational and career development programs that strengthen and advance The City University of New York's commitment to promoting equity and mobility for its students.

**GENERAL DESCRIPTION**

The New York Early Childhood Professional Development Institute, housed at the City University of New York, is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice.

The Institute is committed to the success of all early childhood leaders and is searching for a full-time Early Childhood Coach who has skills and expertise to support the effectiveness of early childhood leaders and teachers.

Reporting to the Director of Early Childhood, the Early Childhood Coach will:

- Provide direct coaching using a range of strategies to build confidence and competency in each teacher and/or program leader
- Establish trusting relationships
- Analyze needs and build quality improvement plans in collaboration with the teacher and site leader
- Track and maintain data for contributions to program reports
- Work with evaluators and other coaches to build a community of practice

## Other Duties

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- Attend weekly staff meetings
- Other duties as assigned by the Director of Early Childhood

## Qualifications

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### Minimum Qualifications

- Master's degree in Early Childhood Education or related area.
- At least 6 years of experience in early childhood education, preferably as a leader and teacher.
- At least 2 years of coaching and/or mentoring experience.
- Familiarity with Pre-Kindergarten, Family Childcare, Schools, and Community-Based Organizations.
- Thorough understanding of the Head Start Performance Standards, Pre-KforAll Program Quality Standards, and QUALITYStarsNY Standards.
- Strong knowledge base in both child and adult development.
- Exceptional interpersonal skills
- Demonstrated ability to work with underserved populations in high-need communities.
- 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.

### Preferred Qualifications

New York Association for the Education of Young Children Trainer Credential and Coach designation

### Physical Requirements

- Ability to travel to early childhood sites in New York City.
- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials

### EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue

to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.