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<b>Job Title</b>	Early Childhood Leadership Coach
<b>PVN ID</b>	VA-2202-004549
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$78,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 19, 2022 (Or Until Filled)

## General Description

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### MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

### GENERAL DESCRIPTION

The goal of the Institute's Leadership Initiative is to support a cadre of high-quality, exemplary early childhood program and network leaders in New York City, as well as to create a pipeline of teachers who are well-prepared to enter leadership positions and are supported once they enter those positions. We help participants to identify and meet individualized leadership development goals through a comprehensive model aligned to best practices in leadership and management criteria and tailored to the needs of each individual. Through leadership-focused professional development and career planning, participants access supports for higher education and credentials, coaching, mentoring, peer learning, seminars and conferences, and competency-based professional development. We also provide career development support that includes career advisement and planning, and job search assistance.

The Early Childhood Leadership Coach reports to the Assistant Director of the Leadership Initiative and provides professional development support to early childhood educators and leaders across New York City. Drawing on their expertise in early childhood pedagogy and adult learning theory, Institute Coaches work with organizations and individuals to develop individualized coaching and group facilitation plans. Coaches may provide a combination of professional learning sessions, group coaching/facilitation/mentoring and individual coaching/mentoring. Coaches collect qualitative and quantitative data about their work for contribution to

program reports. In addition to their work with programs and individuals, Institute Coaches collaborate with other Institute staff to write and deliver professional development initiatives for organizations, agencies and initiatives across New York State.

## **DUTIES AND RESPONSIBILITIES**

### **Direct Coaching/Mentoring with Program Leaders**

- Work one-on-one and in small groups with current and aspiring early childhood leaders to establish trusting coaching relationships
- Collaborate with participants to analyze needs and build quality individualized professional development plans
- Provide direct coaching using a range of strategies to build confidence and competency in each leader
- Establish trusting relationships
- Support early childhood professionals across a range of programs to develop their capacity to:
  - Identify their own professional development goals and become more self-directed in pursuing those goals.
  - Increase the effectiveness of their practice with children and families.
  - Develop dispositions that foster strong relationships with children and families.
  - Be better able to articulate their practice and make intentional decisions.
  - Develop reflective capacity.
  - Sustain changes they have made in their practice

### **Content Development and Facilitation**

- Participate in the creation of content and facilitation of a 6-part professional learning series on reflective supervision for Family Child Care Network directors and education directors; facilitate small group experiential reflective supervision sessions for Family Child Care Network directors and education directors.
- Contribute to the development of professional development initiatives

### **Compiling and Use of Coaching Data**

- Track and maintain data for contributions to program reports
- Maintain description documentation of coaching progress in a timely manner
- Use coaching data to reflect on and improve practice

### **Collaborate with Coaching Team**

- Participate in regular communities of practice with the coaching team
- Contribute to resource library

## **Other Duties**

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- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.
- Other duties as assigned

# Qualifications

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## Minimum Qualifications

- Master's degree in Early Childhood Education or related area.
- NYAEYC Professional Development Specialist Coach Designation or capacity to obtain this designation within 6 months of hire.
- At least 6 years of experience in early childhood education, preferably as a leader, family child care provider and/or teacher.
- At least 2 years of relationship-based coaching experience.
- Familiarity with Pre-Kindergarten, Family Child Care, Schools, and Community-Based Organizations.
- Thorough understanding of the Head Start Performance Standards, NYC Division of Early Childhood Education Policies, and New York State Core Body of Knowledge.
- Strong knowledge base in both child and adult development.
- Ability to articulate and engage in linguistically and culturally responsive practices.
- Ability to develop and sustain successful collaborative partnerships.
- Excellent oral and written communication skills. Exceptional interpersonal skills.
- Flexible availability during days, evenings and/or weekends to accommodate the schedules of participants

## Preferred Qualifications

- Bilingual in Spanish, Russian and/or Mandarin.

## Physical Requirements

- This position is currently hybrid, operating on a schedule between visiting programs on-site and working remotely, per the requirements of the participating program. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel by public transportation to sites across the five boroughs.

## How to Apply

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

## EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expressions, sexual orientation, national origin, genetic information, disability, 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.