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| <b>Job Title</b>      | Program Quality Coach Downstate NY           |
| <b>PVN ID</b>         | VA-2305-005616                               |
| <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>  | \$77,000.00 - \$82,000.00                    |
| <b>Hour(s) a Week</b> | 35   |
| <b>Closing Date</b>   | Sep 25, 2023 (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 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

QUALITYstarsNY is New York State's voluntary 5-Star early childhood quality rating and improvement system. Since its inception, QUALITYstarsNY has focused its evidence-based practices to ensure that young children in participating programs have access to excellence and families can trust the level of quality in the program they choose. Assessment, coaching, professional development, and a wide range of resources are made available to each site, enabling QUALITYstarsNY to support early childhood programs to earn higher star ratings.

Reporting to the Coaching Manager, the Program Quality Coach provides coaching for a caseload of early childhood programs, and collaborates with Quality Improvement Specialists to set and accomplish performance-based goals that align with the program's Quality Improvement Plan. This role works in their assigned region(s), visiting program sites to support leaders, providers, and/or classroom staff in implementing strategies and practices that enhance child development, learning, and family engagement. The Program Quality Coach collaborates with Quality Improvement Specialists, Regional Quality Improvement Coordinators, Institute coaching teams, and central office staff.

### DUTIES AND RESPONSIBILITIES

## Coaching

- Deliver on-site coaching to program leaders and/or classroom staff/providers
- Build collaborative partnerships with Quality Improvement Specialists and early childhood leaders and educators participating in QUALITYstarsNY
- Meet regularly with Quality Improvement Specialists to ensure alignment of program-improvement efforts
- In collaboration with coachees, develop and maintain coaching action plans that promote program quality
- Represent the Institute and/or QUALITYstarsNY at local and regional events and conferences
- Uphold standards of ethics, professionalism, and cultural competence

## Data Management

- Log data pertaining to coaching visits in a timely manner
- Use coaching data to monitor progress toward coaching goals and objectives

## Communication

- Prepare updates for supervision meetings
- Schedule site visits and coaching sessions
- Craft coaching session follow-up emails

## Collaboration with Coaching Team

- Participate in communities of practice with QUALITYstarsNY and Institute coaching teams
- Contribute to program planning
- Contribute to resource library

## Other Duties

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- Attend staff meetings and training as required
- Other duties and special projects as assigned

## Qualifications

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### Minimum Qualifications

- Master's degree in early childhood education
- Must hold the NYAEYC (New York Association for the Education of Young Children) T-TAP (Training and Technical Assistance) Credential Teacher designation or be eligible and able to obtain this designation within 6 months of hire
- At least 5 years of experience in early childhood education, at least 2 of those years must be in a leadership role or a family child-care provider
- At least 2 years of relationship-based coaching experience
- Experience working within or familiarity with structures of various early childhood program types, including; Pre-Kindergarten, Family Child Care, Public Schools serving 3 and/or 4-year-old children, and Community-

### Based Organizations.

- Working knowledge of the New York State Core Body of Knowledge, Head Start Performance Standards, and State and local Education Department Policies
- Strong knowledge base in both child development and adult learning theories
- Exceptional interpersonal skills
- 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
- Ability to use virtual communication platforms (e.g., Teams, Zoom, internal database, etc.)

### Advanced Qualifications

- Bilingual in Spanish, Russian, and/or Mandarin
- NYAEYC (New York Association for the Education of Young Children) T-TAP (Training and Technical Assistance Specialist)- Coach of Leaders designation, or capacity to obtain this designation.
- Hold the Children's Program Administrator Credential (CPAC)

### Physical Requirements

- This position operates in a professional off-site office environment and requires visiting programs regularly. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, 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 accommodation will be made for employees with disabilities or other needs per RFCUNY (Research Foundation for the City University of New York) policies.
- Ability to travel and access sites regularly

### How to Apply

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