



JOB ANNOUNCEMENT

Hamilton-Madison House's Early Childhood Services department is seeking Family Child Care Network Educational Specialist in our Early Childhood Program which serves children between the ages of 3-5 years.

Hamilton-Madison House and NYC Department of Education (DOE) view family childcare as a respected and valued profession within the early care and education system in New York City. We seek to support and enhance the existing strengths of family childcare as birth-4 programs that promote continuous and responsive relationships, strengthen early learning skills, build resilience and lay the foundation for all future learning. The primary role of the Educational Specialist is to build strength-based relationships with affiliated providers to support them as needed and, in particular with implementing high quality play-based instruction.

Minimum Qualifications:

- BA/BS in early childhood or infant/toddler studies
- Experience teaching children under six
- Experience working in a family child care and/or with infants and toddlers
- Willingness to travel within FCC Network catchment area
- Time management skills are essential
- Ability to multitask; must be a team player
- Appreciation for the unique needs of all providers and families

Responsibilities:

- Collaborate with FCC Education Director, FCC Family Support Worker and FCC Monitors to meet the needs of all children and families
- Provide twice monthly strength-based practice-based coaching to up to 17 affiliated providers as they implement a mixed age curriculum
- Adapt and provide guidance to affiliated providers on the implementation of an evidence-based curriculum for mixed age group settings that meets the individual needs of all children
- Review and adapt appropriate curriculum supports and documents with affiliated providers that foster hands-on developmentally appropriate and relationship-based interactions with all children
- Assist affiliated providers gathering observations of children and entering child assessment data in a timely manner and support its use for curriculum and lesson planning
- Document all coaching sessions aligned with DOE's Early Childhood Framework for Quality (EFQ)
- Assist in ongoing outreach, enrollment and other administrative tasks
- Support FCC Education Director in coordinating all required professional learning days throughout the year
- Maintain relationships with community partners who provide mental health, special needs and other support services for affiliated providers and families
- Create and regularly update Community Partner Resource Guide within the FCC Network
- Participate in twice monthly FCC Network staff meetings to connect about individual providers, families, and coordinate all services

- Participate in Network staff professional learning sessions delivered
- Support

Compensation: Commensurate with qualifications and experience
Hours: Monday to Friday, 35 hours per week

To Apply: Submit cover letter and resume to:
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: July 17, 2020 Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer