

# Early Education Specialist

The Committee for Hispanic Children and Families

Bronx, NY 10473

Other

Full-time

Onsite

\$45,000 - \$45,000 a year

Posted on June 18, 2026

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## Organization Statement

Our mission is to combine education, capacity-building, and advocacy to strengthen the support system and continuum of learning for children and youth.

## Job Description

### Essential Job Functions:

#### *Relationship Building*

- In accordance with NYSAEYC's Coaching Competencies, uses positive interpersonal skills to develop a respectful and responsive relationship with each provider
- Demonstrates respect for an interest in the individual abilities of each provider
- Partners with providers to identify learning and communicating styles and preferences
- Demonstrates feelings of care and empathy that are strengths-based and focused on positive changes when working with providers
- Demonstrates cultural competence and understands its relevance to the coaching relationship (i.e., employs practices that are gender-neutral, racially and ethnically inclusive, etc.)
- Demonstrates appreciation for the provider's perspective, even when it is different from one's own
- Remains focused on the provider's needs when disagreements or conflicts surface

#### *Case Management*

- Completes initial, midpoint, and final assessments with a total of 15 caseload providers using evidence-based tools (FCCERS-3, CLASS, etc.) in line with CHCF and ECEI's intended outcomes

- Partners with each caseload provider to create an individualized coaching plan based on a combination of sector best practices, assessment results, and provider self-diagnosed needs
- Facilitates bimonthly, intensive site visits (2-4 hours each) with each of the 15 providers within caseload (visits will correspond to the provider's coaching plan, and will center around domains of quality development)
- Coordinates additional quality improvement services and resources for caseload providers as needed
- Evaluates provider progress through consistent documentation (case notes, informal assessment, photos, work products, phone calls, visit logs) to be shared with the Coaching Coordinator and Director for ECEI

### *Coaching*

- Bring some content knowledge/formal learning in at least one of ECEI's four content areas, with the goal of developing expertise in one content area and working knowledge in all four (through a combination of in-office learning and PD)
- Explains and models the change process consistently
- Works with providers to set shared SMART goals for program quality improvement
- Demonstrates a commitment to the concept of shared learning by using strategies that encourage shared decision-making, joint problem-solving, and partnership development
- Models openness to learning and taking risks
- Uses active listening and powerful questions to understand the provider's intent in the context of their values and goals, and to support provider's self-expression

### *Technical Assistance*

- Provides needed resources to programs within caseload (links, phone numbers, contact information for potential partners, information for additional training, etc.) in alignment with program's quality improvement goals
- Supports caseload programs with targeted on-the-spot solutions and support based on the program's needs
- Connects caseload providers with grants and other CHCF incentives and supports in alignment with coaching plan and ECEI's contract deliverables (CCR&R, City's First Readers, etc.)

### *Group Training and Facilitation*

- Facilitate a minimum of two provider trainings per CHCF fiscal year

- Facilitate Professional Learning Communities (PLCs) once a month for two hours
- Participation in, and/or preparation for, ECEI events: Provider Resource Days and ECEI Annual Conference
- CHCF inter-agency collaboration, as appropriate and needed

#### *Administration*

- Maintenance of files and documentation for all program providers in caseload—includes case notes, follow up, progress monitoring for assigned group of FCC providers
- Data entry and other reporting as needed by Coaching Coordinator, Director for ECEI, and other stakeholders
- Team meetings
- Resource management—contribute to an agency resource list for supporting services for providers
- Participate in in-house professional development opportunities, keep certifications and credentials up to date

#### *Disposition*

- Commitment to co-teaching and co-learning (learning and improvement as reciprocal processes)
- Aligned with ICF's Coaching Code of Ethics (<https://coachfederation.org/code-of-ethics/>)
- Believes that providers know what they need and are capable of achieving their goals and our role is to guide them to it
- Commitment to CHCF values
- Aligned professionally with the NYS Coach Competencies

#### *Work Schedule/Location*

- Monday—Friday; CHCF Main Office, 450 Castle Hill Avenue, Bronx, NY 10473
- Some weekends required for trainings and events

Salary: \$45,000.00

*CHCF offers a comprehensive employee benefits package.*

*CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.*

## **Responsibilities**

The Early Childhood Specialist will work in collaboration with a team of specialists to manage a caseload. Must coordinate training and technical assistance to Home-based Child Care Providers in the 5 boroughs.

## **Qualifications**

Education and Experience

- Full professional fluency in English and Spanish required (writing, reading, academic-level)
- Refer to Aspire education/professional experience ladder requirements (4B or above)
- Will complete Aspire credentialing process within 6 months of hire—strong preference given to those who come with valid Aspire credential
- **Minimum Education Level:** Some College Credits
- **Preferred Education Level:** Associate's Degree

## **Application Instructions**

Please apply at our website: [Careers & Internships - The Committee for Hispanic Children and Families](#)

## **Language Requirements**

English, Spanish