Career Development Center
New York Early Childhood Professional Development Institute

Early Childhood Coach (Upstate)

New York Early Childhood Professional Development Institute

New York, NY 10019

Coach / PD Provider | Full-time | Hybrid | $75,000 - $75,000 a year

Posted on August 26, 2026

Organization Statement

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.

The Institute’s Professional Development team ensures that New York’s early childhood workforce has access to a comprehensive suite of high-quality training and technical assistance aligned with professional competencies and designed to support children’s well-being, learning, and development.

Job Description

The Institute’s Professional Development team ensures that New York’s early childhood workforce has access to a comprehensive suite of high-quality training and technical assistance aligned with professional competencies and designed to support children’s well-being, learning, and development.

Reporting to the Coaching Manager, the Early Childhood Coach plays a critical role in this work by partnering with educators and program leaders to strengthen practice, close gaps in knowledge and implementation, and advance overall program quality.

Responsibilities

Coaching and Professional Learning

- Provide in-person, virtual, and hybrid coaching to teachers, program leaders, center- and school-based classroom staff, and family childcare providers in alignment with the Institute's coaching model and project scope
- Partner with coaches to develop and implement standards-aligned action plans that advance educator practice and program quality
- Use data to monitor progress toward goals and inform differentiated coaching support
- Maintain regular communication with coaches and program leaders, including scheduling sessions and site visits, sending follow-up communication, and sharing written reports as required
- Maintain accurate and up-to-date records of coaching sessions, professional learning activities, action plans, and progress toward goals in the Institute's coaching database
- Prepare clear, concise coaching summary reports for educators and program leaders
- Design and facilitate professional learning experiences, including training sessions, professional learning communities, communities of practice, and peer learning groups
- Collaborate with Institute teams, statewide stakeholders, and agency partners to align coaching efforts with broader program improvement goals
- Contribute to the development and implementation of new professional learning content and coaching strategies

Additional Responsibilities

- Attend team meetings, learning communities, and Institute-wide events
- Contribute to the development and maintenance of training and coaching resources
- Represent the Institute at local, regional, and statewide events and conferences
- Perform other duties as assigned

Qualifications

MINIMUM QUALIFICATIONS

- Master's degree in Early Childhood Education or related field

- NYAEYC Training and Technical Assistance (T-TAP) Credential - Coach Designation, or the qualifications required to obtain this credential within six months of hire
- At least six years of direct service experience in early childhood education as a teacher or family childcare provider
- Minimum of two years of relationship-based coaching experience
- Deep knowledge of early childhood development, pedagogical practice, and adult learning theory
- Demonstrated ability to build trusting, collaborative relationships with educators and program leaders
- Strong interpersonal, reflective, and communication skills
- Commitment to continuous improvement in early childhood programs and ongoing professional growth
- Demonstrated adaptability, flexibility, and growth mindset in diverse and evolving coaching contexts

PREFERRED QUALIFICATIONS

- Bilingual in Spanish, Bengali, Russian, and/or Mandarin
- Active and current profile in The Aspire Registry, New York's early childhood workforce registry
- Working knowledge of National Association for the Education of Young Children (NAEYC) guidance documents (e.g., Code of Ethics, Early Childhood Program Standards, Advancing Equity), Head Start Program Performance Standards, the NYS Core Body of Knowledge, and the NYS Early Learning Guidelines
- Experience as a Family Child Care Provider or providing consulting or coaching services to family childcare providers
- Knowledge of NYS T-TAP Coaching Competencies
- Leadership experience preferred
- NYAEYC Training and Technical Assistance (T-TAP) Professional Development Specialist (PDS) Designation
- Commitment to ongoing learning, reflective practice, and skill development in coaching
- Ability to contribute to a collegial, collaborative coaching culture grounded in shared learning and mutual support

- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

Apply on the RFCUNY website

Language Requirements

English

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