



Job Title: Educational Specialist
Department: Early Head Start
Reports To: EHS Education Director

Status: Full-Time/Non-Exempt
Schedule: 35 Hours/Week
Monday-Friday, 9:00 am-5:00 pm

Mission Statement:

The mission of the Committee for Hispanic Children and Families (CHCF) is to bring a relentless focus on positive child and family outcomes to close the achievement gap and build a better future for children, families, and communities served by the Head Start program.

Job Summary:

CHCF, EHS, and Office of Head Start view family child care 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 child care 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 Education Specialists is to build strengths-based relationships with providers to support them as needed and, in particular, with implementing high-quality play-based instruction.

Duties and Responsibilities:

- Works closing with FCC Education Director, FCC Family Advocates, and FCC Monitors to meet the needs of all children and families.
- Adapt and provide guidance to affiliated providers on the implementation of an evidence-based curriculum for mixed-age group settings that meet the individual needs of all children.
- Review and adopt appropriate curriculum support and documents with affiliated providers and foster hands-on developmentally appropriate and relationship-based interactions with all children.
- Assist affiliated providers in gathering observations of children and entering child assessment data in a timely manner and supports its use for curriculum and lesson planning.
- Document all coaching sessions aligned with the Office of Head Start and Early Childhood Framework for Quality (EFQ).
- Assist in ongoing outreach, enrollment, and all 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 all affiliate providers and families.
- Create and regularly update Community Partner Resource Guide within 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.
- Other tasks as assigned by the FCC Education Director.

Job Specifications:

Requirements:

- Bachelor's Degree in Early Childhood or Infant/Toddler studies (preferred).
- Experience teaching children under six (required).
- Experience working in Family Child Care and/or with infants and toddlers (preferred).
- Willingness to travel within FCC Network catchment areas.
- Time management skills are essential.
- Ability to multitask.
- Must be a team player.
- Appreciation for the unique needs of all providers and families.

Salary: \$60,000.00

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 based on 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.

