



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: Family Childcare Network- Education Director
Location: 1309 Louis Nine Blvd, Bronx, NY 10459
Reports to: Director, (EarlyLearn) Family Childcare Network

About Us:

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve to live in healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities of which residents can be proud. WHEDco’s mission is to create and bridge access to resources in the South Bronx that support thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

Job Summary:

WHEDco and the New York City Department of Education (DOE) regard family childcare as a respected and valued profession within the early care and education system. We aim to support and enhance the inherent strengths of family childcare programs for children from birth to age four. These programs foster continuous and responsive relationships, strengthen early learning skills, build resilience, and lay the groundwork for future learning.

The Education Director is responsible for supporting educational services in family child care settings by overseeing the implementation of regular coaching visits to affiliated providers; providing guidance and professional learning on the implementation of an appropriate mixed-age, evidence-based curriculum that supports infants, toddlers, and 3-K for All services; and supervising and mentoring education specialists.

Responsibilities:

- Manage all of WHEDCo’s Family Child Network’s educational services to ensure our providers’ compliance with the New York City’s Department of Education/Public Schools and Office of Children and Family Services
- Supervise the work of all members of the Education Team
- 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.
- Conduct home visits as needed within our Family Child Care Network catchment area
- Develop and update, as appropriate, curriculum supports that foster hands-on developmentally appropriate and relationship-based interactions with all children by affiliated providers.

- Provide strength-based coaching visits to all affiliated providers
- Ensure all affiliated provider visits are documented in a timely manner and aligned with the Early Childhood Framework for Quality.
- Actively monitor the Teaching Strategies Gold (TSG) Assessment system; support and train staff and providers in the utilization of the TSG system for supporting instruction, assessment, and planning.
- Ensure education staff have the knowledge and skills to assist affiliated providers in entering child assessment data in a timely manner and support its use for curriculum and lesson planning.
- Coordinate and implement all required professional learning days throughout the year in partnership with the DOE for all affiliated providers and education staff.
- Participate in Network staff professional learning sessions delivered by the Department of Education.
- Support all providers who are working toward the completion of a CDA certification or higher early childhood education degree.
- Collaborate with the management team in implementing annual program self-assessment, staff evaluations, and professional development.
- Provide consistent and timely reflective supervision to education staff to ensure their ability to engage affiliated providers in practice-based coaching using a strength-based approach.
- Support the FCC Network Director in various administrative tasks in support of affiliated providers and families as needed.
- Assist with maintaining relationships with community partners who provide mental health, special needs, and other support services for affiliated providers and families.
- Manage additional projects and events as they arise

Qualifications

- A Master's Degree in Education (MSEd) with a concentration in Early Childhood Education is required
- Teaching license or certificate valid for services in the early childhood or childhood grades pursuant to New York State regulations is required
- Experience teaching children under six years of age for at least 3 years is preferred.
- Experience working in family childcare, particularly with infants and toddlers preferred.
- Must be bilingual (English and Spanish)
- Strong time management skills are essential.
- Must be willing to travel within the FCC Network catchment area.
- Ability to multitask effectively.
- Must be a team player.
- Must have an appreciation for the unique needs of all providers and families.

Excellent benefits and competitive salary (\$85,000-\$90,000) based on experience.

To apply, please submit a cover letter and resume to HBCCenrollment@whedco.org. Please include Family Childcare Network- Education Specialist and your name in the subject line.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

WHEDco is an E-Verify employer. E-Verify is an Internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.