



**Position:** **Education Specialist**  
**Program/Department:** Family Child Care Network/ Early Childhood Programs  
**Reports to:** FCCN Site Director  
**Work Location:** 101 Fleet Place, Brooklyn  
**Hours:** Full Time

**Position Summary:**

The Early Head Start and Family Child Care Network services is a single program that offers full-day home-based child care services, family support services and advocacy to low income families with children under four years of age. The program provides developmentally appropriate home-based child care, home visits to families and family child care providers.

**Responsibilities:**

- Responsible for providing enhanced home visits to family child care providers serving Early Head Start children in home-based child care programs
- Responsible for providing on-site training to family child care providers addressing all areas of child development, curriculum planning, daily routines, space design, etc.
- Responsible for coaching child care providers to complete developmental assessments
- Update and maintain child observations in Teaching Strategies Gold
- Maintain proper documentation of visits and child development experiences available to enrolled children
- Assist in recruitment of families for the program
- Assist during Parent Council meetings and other parent workshops
- Maintain proper documentation on families and children
- Complete Family Partnership Agreements and Family Needs Assessments
- Family advocacy and referrals when necessary
- Active participation in an educational milieu
- Participate in monthly staff professional development trainings
- Participate in agency wide groups and meetings as required
- Assist with development of funding proposals as needed
- Other tasks as may be required

**Qualifications:**

- BA in Early Childhood Education, Child Life, Child Development or related field, classroom experience, curriculum development for infant and toddlers experience
- **BILINGUAL FLUENCY – ENGLISH/SPANISH REQUIRED**
- Knowledge of child development birth to three and developmental disabilities
- Strong writing and oral communication skills

**Contact:**

Email Resume and Cover Letter to:  
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