



Position: Senior Education Specialist, Family Child Care Network

Program/Department: Early Childhood Programs/ Family Child Care Network

Reports to: Site Director, Family Child Care Network

Work Location: 101 FleetPlace, Brooklyn

Hours: Full Time

Position Summary: BCS's Family Child Care Network oversees 62 home day care providers throughout Brooklyn. The program is contracted to serve 300 children. The Senior Education Specialist for FCCN carries a small caseload and assists the Director of FCCN in managing, overseeing and supervising Educational Aides and Educational Specialist staff members.

Responsibilities:

- Manage a small caseload of Early Head Start providers
- Direct supervision of 3 FCCN Educational Aide and 2 FCCN Educational Specialist, including; trainings, weekly individual supervision, documentation system development and implementation
- Ensure Creative Curriculum execution is effective and designed to achieve measurable goals
- Evaluate progress towards goal attainment and adjust program as needed to ensure goal attainment
- Provide bi-annual ECERS, ITERS, CLASS observation
- Perform annual evaluations for education aides and educational specialist
- Work within an educational milieu and provide assistance or coverage for fellow early childhood programs
- Participate in agency wide groups and meetings as required
- Assist with development of funding proposals as needed
- Other tasks as may be required

Qualifications Required:

- Master's Degree in Early Childhood Education or related field;
- NYS certification in N-6 or related;
- Minimum of 5 year experience in early childhood education, including a minimum of 2 years supervising staff
- Strong written and oral communication skills
- Ability to travel throughout Brooklyn

Qualifications Preferred:

- Bilingual in Spanish, Yiddish, or Russian preferred

Contact

Email cover letter and resume to:

Emily Rios, Division Director, Early Childhood Education

erios@wearebcs.org

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