

# Early Childhood Regional Coordinator- North Country

New York Early Childhood Professional Development Institute

Plattsburgh, NY

Full-time

Hybrid

\$65,000 - \$70,000 a year

Posted on December 2, 2021

---

## Job Description

The Institute operates the Career Development Center, which provides comprehensive career development services to all current and aspiring early childhood professionals. The Center's services include academic planning and advisement, career and vocational assessment and planning, teacher certification supports, professional development opportunities through the Early Childhood Leadership Initiative, and higher education opportunities in partnership with institutions of higher education. The New York Early Childhood Professional Development Institute launched a Leadership Initiative in 2017 aimed at strengthening current early childhood leadership and management as well as to identify and support the development of future early childhood leaders. Since 2019, the Institute has replicated the Career Development Center and the Leadership Initiative across several regions across New York State.

The Institute seeks to replicate the Career Development Center and Leadership Initiative in the North Country region. The Career Development Coordinator will be responsible for implementing both projects in the North Country region, based on the models created and refined by the Institute. The Coordinator will work closely with a local partner agency in Plattsburgh, NY, and other locations to engage stakeholders, recruit members, identify local professional development resources and leadership needs, and craft appropriate and effective responses to those needs. This position will be partially based in Plattsburgh, NY, and the projects will serve Essex, Clinton, Hamilton, Franklin, St. Lawrence, Jefferson, and Lewis Counties.

The Coordinator will report to the Institute's Director of Career Development and Higher Education and the Institute's Assistant Director of Leadership Initiatives, mostly remotely, to coordinate a system of career development supports for individuals in the pursuit of a career in early childhood and those seeking to develop their leadership skills and competencies. The Coordinator will work with colleagues at the Institute who are providing these same services in

other regions of New York State. The Coordinator will also work closely with the local partner organizations to refine the project models and services to meet local needs.

Equipped with a wide range of experience in the field, the ideal candidate will have intimate knowledge of the professional development needs of the early childhood workforce, with particular focus on early childhood leadership, and in their region specifically. Knowledge of the academic and professional development resources available in their community and region is also an important aspect of the role.

## **Responsibilities**

### **Career Development**

- Conduct local needs assessments and lead the design, coordination, implementation, and evaluation of career development supports and services relevant to aspiring and current early childhood educators and leaders based on the Career Development Center model, including scholarships, teacher certification, test preparation, and job search in the region
- Provide career development supports and services to participants in their region.
- Provide dynamic and collaborative direction to the development and piloting of new initiatives as they become appropriate for inclusion in the project's work

### **Leadership Initiative**

- Lead and organize the local Leadership Initiative planning process and serve on the Institute Leadership Initiative team
- Recruit individuals and assess their needs to maximize their participation in Initiative activities.
- Identify qualified coaches and mentors to support the Initiative
- Create professional development programming for current and future early childhood leaders
- Organize and lead the Leadership Initiative advisory council
- Facilitate Leadership Initiative participant meetings and events and identify experts to facilitate topic-specific groups and activities

### **Data Collection, Analysis, and Reporting**

- Collect and analyze participant and needs assessment data to inform, adjust and strengthen supports and services to remain responsive and relevant to regional needs
- Work with Institute staff to manage data collection efforts and utilize data system to produce regular progress and grant reports and contribute to proposals

### **Communications and Partnerships**

- Create and facilitate partnerships with local stakeholders, including institutions of higher education, early childhood providers, local school district, child care and education funders and agencies, workforce development agencies or initiatives, and QUALITYstarsNY
- Utilize communication tools and software to communicate with participants and partners (flyers, newsletters, emails, phone calls, mailings, etc.)

### **Other Duties**

- Assist with additional fundraising efforts for the project as needed
- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

## **Qualifications**

### **Minimum Qualifications**

- Master's degree in Early Childhood Education or a relevant field of study
- At least 8-10 years of leadership experience in the field of early childhood education or a comparable field or work, with some experience helping professionals build competency in teaching and leadership skills through mentoring, training, staff development, coaching, career counseling, etc.
- Strong knowledge base in both child and adult development
- Familiarity with the structure and dynamics of higher education, early childhood workforce qualifications and the NYS teacher certification process
- Demonstrated skill in project management with excellent analytical, organizational and management
- Demonstrated ability to work with underserved populations and people of all ages.
- Experience helping professionals build competency in leadership skills through training, staff development, coaching, etc.
- Strong managerial, supervisory and interpersonal skills
- Ability to develop and sustain successful collaborative partnerships, working with a diverse group of stakeholders that includes colleagues and external partners
- Experience managing budgets
- Excellent oral and written communication skills
- Willingness and ability to travel

- Some availability during weekend hours
- Availability during evenings to attend associated/sponsored events

### **Preferred Qualifications**

- Fundraising experience

### **Physical Requirements**

- Due to the COVID19 pandemic, this position currently is a hybrid position (split between working remotely, on location, and in the office in Plattsburgh, NY). A laptop and personal mobile device will be provided to support working remotely.
- This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other locations across North Country region as needed.

### **Application Instructions**

Please click on the link above to apply. Provide a resume and cover letter specifying your qualifications/experience relevant to this position.

### **Additional Information**

#### **EEO Info**

*We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expressions, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.*