

Education Specialist

The Committee for Hispanic Children and Families

Bronx, NY 10453

Other

Full-time

Onsite

\$51,000 - \$51,000 a year

Posted on September 10, 2025

Organization 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.Â

Job Description

Duties and Responsibilities:

- Collaborate with the CHCF FCC Education Director, FCC Family Support Worker, and FCC Monitors to meet the needs of all children and families.
- Provide twice monthly strength-based practice-based coaching to up to 17 affiliated providers as they implement a mixed-age curriculum.
- Adapt and 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.
- Review and adapt appropriate curriculum supports and documents with affiliated providers that foster hands-on developmentally appropriate and relationship-based interactions with all children.
- Assist affiliated providers gathering observations of children and entering child assessment data in a timely manner and support its use for curriculum and lesson planning.
- Document all coaching sessions aligned with the DOE's 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 affiliated 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 CHCF Director for EC&EI and the FCC Education Director.

Responsibilities

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Qualifications

Qualifications and Skills:

- BA/BS in early childhood or infant/toddler studies (required).
- Full professional fluency in English and Spanish (required).
- 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 area (The Bronx).
- Time management skills are essential.
- Ability to multitask.
- Must be a team player.
- Appreciation for the unique needs of all providers and families.

- **Minimum Education Level:** Bachelor's Degree

- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Please apply through our website: <https://www.chcfinc.org/careers-internships/>