



Employment Opportunity

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position:	Educational Specialist
Department:	Early Childhood Education
Reports to:	Education Director
Hours:	Full-Time
FLSA:	Exempt
Anticipated Start Date:	July 1 st , 2020

Position Summary:

The Educational Specialist works with leadership to establish and implement a systematic approach to staff support in the area of professional development. Assist family Workers in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities.

Responsibilities:

- Assist in the development and implementation of educational curriculum.
- Collaborate with the Education Director to support the professional development needs of home-based providers.
- Provide individualized support for providers in establishing and maintaining a safe, healthy learning environment.
- Provide individualized support for providers in supporting the social and emotional development of children through the following:
 - Supporting dual language learners as appropriate.
 - Assist in addressing challenging behaviors.
 - Assist children and families for transitions.
 - Provide ongoing communication between the home-base provider and program network.
 - Attend all required DOE trainings.
 - Manage a caseload of 62 Providers.
- Additional projects and tasks as assigned by supervisor.

Qualifications:

- Bachelor's Degree in Early Childhood Education or Special Education required.
- New York State Teaching Certification preferred.
- Excellent organizational skills and interpersonal skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.

- Excellent computer skills.

To Apply:

Please send Cover Letter, Resume, Writing Samples, References, and Salary Requirements to: earlychildhoodcareers@unionsettlement.org. Please indicate *Education Specialist – Family Child Care Network* in subject of e-mail.

UNION SETTLEMENT IS AN EQUAL OPPORTUNITY EMPLOYER