



**Job Description**

**Position:** Pyramid Model Training Coordinator

**Position Type:** 75-100% FTE, Salaried Non-Exempt

**Compensation:** Commensurate with experience

**Job location:** Albany; ability to work remotely

**Objective:**

The Pyramid Model Training Coordinator will support the Master Cadre 2020 and the implementing programs in New York State. The position will involve frequent written and oral communications with a wide variety of people, including executive and management staff, co-workers, program and administrative staff, representatives of businesses and organizations, and the public. This position is integral to the work of the Preschool Development Grant Birth through Five initiative. Out of state travel is required at least one time during the grant year. Some in-state travel and occasional evenings and/or weekend work will be required.

**Primary Responsibilities:**

1. Communicate regularly with the Master Cadre 2020.
2. Manage the Pyramid Model State Summit starting in 2021.
3. Use PIDS data and the NY Pyramid Model evaluations for decision making and planning.
4. Will manage the social media and website updates for the Pyramid Model in NY.
5. Attend all TOT trainings March 24,25,26, May 12,13,14, June 2,3, September 15,16. And TPOT, TPITOS and PBC and Leadership Coach Training. Build relationships with the new Master Cadre.
6. Present data on the Master Cadre at the State Leadership Team annual meeting.
7. Observe the Master Cadre as they deliver their Module trainings, coaching, and leadership coaching.
8. Revise all the Pyramid Model module power points and scripts to include SPAN and oral health.
  - a. Load them into Aspire for approval.
  - b. Set up Dropbox or other link for all modules to be accessed by all Master Cadre.
9. Attend National Training Institute when funding allows.

**Additional Responsibilities:**

- Aid collaboration among QUALITYstarsNY, Aspire, Prekindergarten, Preschool Special Education, Head Start, CCRRs and others.
- Work with partners, including but not limited to the Early Childhood Advisory Council, NYS Office of Mental Health, NYS Department of Health, NYS Education Department, NYS Association of Infant Mental Health, Early Care and Learning Council, Help Me Grow, Thrive NYC, the Center of Excellence for Infant Mental Health Consultation, and Child Care Resource & Referral agencies.
- Participate in general NYAEYC staff activities and other duties as assigned
- Keeps abreast of current issues and innovative strategies to address increase access to high quality early education.
- Attend and provide support at all State Board meetings.
- Attend and provide on-site support for the Annual NYSAEYC State Conference.
- Other relevant tasks as needed.

**CORE TASKS AND COMPETENCIES:**

- Knowledge of early childhood field, as evidenced in areas of study or employment.
- Strong writing, oral, and interpersonal skills.
- Ability to build relationships and collaborate to accomplish work.
- Ability to organize, prioritize tasks and meet deadlines.
- Ability to work effectively with staff, partners, and external constituents.
- Ability to utilize and manipulate data.
- Ability to exercise intellectual leadership in resolving issues.
- Ability to listen and respond to the concerns/ideas of others.
- Ability to use Microsoft Word, Outlook, PowerPoint, and webinar software.

**MINIMUM QUALIFICATIONS:**

- Associate's degree in early childhood, educational policy, or a related field of early childhood education, child development and ten years of experience or a Bachelor's degree. Master's degree preferred.
- Project management experience required.
- Proficiency with Excel and other data processing software required.
- Collaborative skills and a team approach to accomplishing work are critical, as well as the ability to organize, prioritize tasks, meet deadlines and be flexible.
- NYS TTAP Professional Development Specialist and Coach Designations, and Master Cadre Verified trainer preferred.

**Additional Skills Sought:**

■ Excellent verbal and written communication skills ■ Experience researching, analyzing and debriefing complex issues ■ Demonstrated ability to communicate with a diverse range of stakeholders ■ Excellent project management ■ Creative thinker and excellent team player ■ Strong interest in organization's mission