



Montclair Child Development Center, Inc. Job Opportunities

How to Apply: Send a cover letter indicating the position to which you are applying with a resume to hrmcdc@mcdcnj.org or complete an application. Include the Job Title of the position for which you are applying.

All positions require candidates to successfully complete background check, fingerprinting and Mantoux test. All openings are subject to change and are contingent upon funding. Applications are accepted until positions are filled.

Job Title and Location	Brief Description	Qualifications
Assistant Teacher (Abbott) 10 Months - Full- time Hours 8:00 a.m. – 3:30 p.m. William Street	Shares responsibility for Head Start classroom, works collaboratively with Head Teacher, families and other staff members to achieve positive outcomes for children. Assists in administering assessment tools, data input into Child Plus, maintaining a safe and healthy learning environment, support social and emotional development in children, assists in planning and executing lesson plans, implementation of High Scope curriculum, accurate reporting of child attendance/meal count data.	Childhood Development Associate credential(CDA) or Associate's or Bachelor's degree in Early Childhood Education or related field with credits in Early Childhood Education; Proficiency in written and verbal language skills in English and Spanish preferred; Basic Microsoft Word, Excel and Outlook; Ability to lift up to 35 lbs.
Substitute Assistant Teacher Called in as needed. 10 Months Hours 8:00 a.m. – 3:30 p.m. Fall 2019 – Agency-wide	Works collaboratively with the Education Staff to ensure the successful operation of Head Start and Early Head Start classrooms in compliance with Head Start Performance Standards. Works on a call in / as needed basis; works with the Education team to implement High Scope curriculum to achieve outcomes for all children.	High school diploma, CDA or Associate Degree with 60 credits in early childhood education or related field; Bilingual in Spanish/English preferred. Proficiency in written and verbal language skills; Basic skills in Microsoft Word, Excel and Outlook, Ability to lift up to 35 lbs.
Substitute Head Teacher Called in as needed. 10 Months Hours 8:00 a.m. – 3:30 p.m. Fall 2019 – Agency-wide	Works collaboratively with the Education Staff to ensure the successful operation of Head Start and Early Head Start classrooms in compliance with Head Start Performance Standards. The Substitute Head Teacher works on an as needed basis; works with the Education team to implement High Scope curriculum to achieve outcomes for children of all abilities.	Bachelor's degree. Experience in early childhood education preferred; Bilingual in Spanish and English preferred. Proficiency in written and verbal language skills; Basic skills in Microsoft Word, Excel and Outlook, Ability to quantify service area outcomes. Ability to lift up to 35 lbs.
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<p>Extended Day: Enrichment Program Educator Part-time, 10 Months Monday – Friday, 6:30 a.m. to 8:15 a.m.; 2:45 p.m. to 6:45 p.m.; Occasionally 12:30 p.m. - 6:45 p.m. Positions dependent upon enrollment.</p>	<p>Ensures a seamless transition from the regular school day and extended day. Working in collaboration with the education service area, the EPE implements learning activities that support the cognitive, social and emotional development of children participating in extended day. The EPE will engage children in various areas, including literacy, math, arts, science and recreation.</p>	<p>High school diploma or GED; CDA or advanced degree preferred; Minimum two years working in early child hood environment. Proficiency in written and verbal language skills; Basic skills in Microsoft Word, Excel and Outlook; Ability to lift up to 35 lbs. occasionally.</p>
<p>Floating Assistant Teacher 10 Months - Part- time Hours 7:00 a.m. - 12:30 p .m. Fulton Street</p>	<p>Shares responsibility for Head Start classroom, works collaboratively with Head Teacher, families and other staff members to achieve positive outcomes for children. Assists in home visits and parent conferences when necessary; provides support and coverage during planning time; provides substitute coverage when necessary; assists in carrying out the goals, policies and activities designed to implement educational objectives and performance standards.</p>	<p>Childhood Development Associate credential(CDA) or Associate's or Bachelor's degree in Early Childhood Education or related field with credits in Early Childhood Education; Proficiency in written and verbal language skills in English and Spanish preferred; Basic Microsoft Word, Excel and Outlook; Ability to lift up to 35 lbs.</p>
<p>Early Head Start Teacher 12 Months – Full time Hours 8:00 a.m. – 3:30 p.m. Fulton Street</p>	<p>Plans, organizes, and implements, a developmentally appropriate program for infants and toddlers ages 0-3 years. Must follow Head Start, NJ Department of Children and Families and other regulatory agencies' standards and requirements. Works collaboratively with others to ensure the successful operation of a classroom with eight children; implements the High Scope curriculum for infants and toddlers to achieve outcomes for children of all abilities. Must build and maintain a positive, nurturing and supportive relationship with children and families; plan and provide a learning environment and experiences that promote physical, social, intellectual and emotional development.</p>	<p>CDA in Infant/Toddler OR Associates degree in Early Childhood Education or related field with training hours in Infant/Toddler content. Work experience with infants and toddlers preferred. Able to lift a child weighing up to 40 pounds. Ability to maneuver on the floor with children. Proficiency in written and verbal language skills in English and Spanish preferred; Basic skills in Microsoft Word, Excel and Outlook.</p>
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<p>Facilities Technician 10 months – Full-time 7:00 a.m. – 4:00 p.m. William Street</p>	<p>Ensures clean, safe and sanitary facilities as a member of the Facilities Team. Daily inspects facilities and identifies unsafe conditions and either makes repairs or reports such conditions so that repairs are made. Cleans facilities daily and ensures properties are secured. Ensures facilities are always available for program use and are in compliance with childcare state licensing requirements and all state and local fire and building codes.</p>	<p>High school diploma or GED; One year of building or physical plant maintenance. Knowledge of child care building code requirement, fire and safety codes. Ability to make minor carpentry, plumbing and electrical repairs; Knowledge of security procedures. New Jersey Driver’s license and clean driving record; Ability to stand, walk, bend, reach, climb ladders, and lift up 50 lbs., Operate equipment daily.</p>
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