



**Montclair Child Development Center, Inc.  
 Job Opportunities for the 2023-2024 School Year  
 October 3, 2023**

**How to Apply:** Send a cover letter indicating the position to which you are applying with a resume to [hrmcdc@mcdcnj.org](mailto: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.**

Job Title and Location	Brief Description	Qualifications
<b>Assistant Teacher</b> <b>10 Months - Full- time</b> <b>Hours: 8:00 a.m.- 3:30 p .m.</b> <b>3 Positions:</b> <b>Fulton Street, Montclair</b> <b>William Street, Orange</b>	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 skills in Microsoft Word, Excel, and Outlook; Ability to stand for extended periods, sit, squat, bend and walk. Ability to lift up to 35 lbs.
<b>School Nurse, 12 Months</b> <b>Full-time</b> <b>Hours: 8:00 a.m. – 4:00 p.m.</b> <b>261 William Street, Orange</b>	Assist Health and Nutrition manager in implementing a comprehensive health program and providing health services to enrolled children. Maintain updated and complete health files of enrolled children, electronic and paper; formulate relationships with parents; inform parents of available health services; ensure the inclusion of health education into total program and provide health education to staff, parents and children, ensure the completion of an individual health plan for children with serious health problems; formulate and maintain collaborative relationship with external health services and immunization programs; assist in administering, assessing and follow-up of children’s health screenings; review of health records to identify special needs and promote and assist families in developing on-going health program	Minimum two years nursing experience in an early childhood environment. Knowledge of all local, State and Federal health regulations; Ability to communicate effectively in English. Bilingual in Spanish preferred. Basic skills in Microsoft Word, Excel and Outlook, Ability to lift up to 35 lbs., occasionally. Current New Jersey RN or LPN, license; Valid New Jersey Driver’s License,



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Job Title and Location	Brief Description	Qualifications
<p><b>Early Head Start Teacher</b> <b>Full-time</b> <b>8:00 a.m.- 3:30 p.m.</b> <b>William Street, Orange</b></p>	<p>Plans, organizes, and implements, a developmentally appropriate program for infants and toddlers ages 0-3 years. Follows standards and regulations by the Head Start Performance Standards, MCDC Administrative Working Documents, NJ Department of Children and Families and other regulatory agencies; collaborates with others to ensure the successful operation of a classroom, implement High Scope Curriculum for Infant/Toddlers to achieve outcomes for children of all abilities; build and maintain a positive, nurturing and supportive relationship with children and families; plan and provide learning environment and experience that promote physical, social, intellectual and emotional development; assesses and sets goals for their development; communicate with parents and encourage their input regarding the growth and development of their children, maintain and update individual child portfolios, maintain safe and healthy classroom and playground environments; report safety hazards and/or equipment needs to EHS Coordinator; follow health and safety procedures for hand washing, diapering, handling bodily fluids, sanitizing toys and equipment, and all other procedures.</p>	<p>CDA in Infant/Toddler or Associate degree in Early Childhood Education or related field with training hours in Infant/Toddler content, Work experience with infants and toddlers is preferred. Able to lift a child weighing up to 40 pounds. Ability to maneuver on the floor with children. Basic skills in Microsoft Word, Excel, and Outlook</p>
<p><b>Coordinator Extended Day Program</b> <b>Part-time, 10 Months</b> <b>Hours: Monday – Friday,</b> <b>7:00 am to 8:15 am;</b> <b>3:00 pm to 6:00 pm;</b> <b>Occasionally 1:00 p.m. - 6:00 p.m.</b> <b>Position contingent upon enrollment.</b></p>	<p>Ensures the safety and well-being of children. 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. Ensures children are safe at all times and are released in accordance with agency rules.</p>	<p>At least 18 years of age High school diploma or GED preferred. Minimum two years working with children ages 3-5 in an early childhood environment. Proficiency in written and verbal language skills in English; Visual ability to observe children. Basic skills in Microsoft Word, Excel, and Outlook; Ability to lift 35 lbs. occasionally.</p>



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<b>Job Title and Location</b>	<b>Brief Description</b>	<b>Qualifications</b>
<p><b>Head Start Teachers</b> <b>-Abbott (3),</b> <b>BOE Orange,</b> <b>Montclair BOE</b> <b>10 Month Full time</b> <b>Hours: 8:00 am–3:30 pm</b> <b>261 William Street,</b> <b>Orange</b> <b>33 Fulton Street,</b> <b>Montclair</b></p>	<p>Ensures, supports and promotes each child’s learning, well-being, and development in cooperation with their parents and other early learning childhood professionals consistent with Head Start Performance Standards and N. J. Dept. of Children and Families and district collaboration. Guided by school readiness goals, prepares and implements developmentally and culturally appropriate lesson plans interacts positively with all children to support their individual learning and meet their emotional needs; partners with families to ensure their involvement in the education program; conducts families visits and attends parent conferences (including evenings); eats family style meals with the children daily; completes timely assessments utilizing tools such as COR, ESI and others; provides evidence that CLASS scores are assessed to drive professional development and increase the effectiveness of interactions with children.</p>	<p>Bachelor’s degree in early childhood education, or related field. NJ PreK-3 certification Teaching experience with children ages 3-5 preferred. Able to lift a child weighing up to 35 pounds. Ability to maneuver on the floor with children. Able to stand for extended periods of time. Proficiency in written and verbal language skills in English and Spanish preferred; Basic skills in Microsoft Word, Excel, and Outlook.</p>
<p><b>Facilities Technician</b> <b>12 months – Full-time</b> <b>7:00 a.m. – 4:00 p.m.</b> <b>Agency wide</b></p>	<p>Ensures clean, safe, and sanitary facilities. 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 follow 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 childcare 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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<p><b>Family Engagement Advocate</b>  <b>Full-time 12 months.</b>  <b>Hours:</b>  <b>8:00A.m. – 4:00 p.m. and can vary and include evenings and weekends.</b>  <b>William Street, Orange</b></p>	<p>The Family Engagement Advocate utilizes knowledge of the principles of family engagement to support families in their role as their child's first teacher, encouraging parent/child interactions that promote school readiness and healthy development and enhancing family well-being. The Family Engagement Advocate promotes family development and advancement and helps parents and caregivers achieve family goals and build social networks to improve family leadership and advocacy skills through participation in the agency governance, such as becoming class parents and/or members of the Policy Council, as well as other agency and community-based leadership opportunities.</p> <p>Duties include:</p> <p>Develop and maintain ongoing outreach strategies to inform families and the community of services and activities at the center; Form community partnerships;</p> <p>Promote parent engagement/involvement in both home and center-based activities; this includes encouraging meaningful parent volunteer opportunities;</p> <p>Establish and maintain accurate, updated records for each child in organized and completed files, upload files to the Child Plus Data system, and meet established productivity standards for the program;</p> <p>Maintain family records and complete all necessary family services documentation within established program time frames.</p> <p>Assist parents by formulating and maintaining family partnership agreements; must offer parents opportunities to set goals and deliver the resources to meet them;</p> <p>Encourage, help, and support parents in achieving self-sufficiency (acquiring a GED diploma or a college degree, finding a job, or locating secure housing, etc.) by establishing family partnership agreements and monitoring families' progress toward reaching their goals; Provide presentations meetings.</p>	<p>Bachelor's or Master's degree in social work, psychology, counseling, or anthropology preferred, or Associate's degree in social work, human services, early childhood education, or in a field the agency considers to be equivalent combined with three years of relevant experience and credentials; or</p> <p>High school diploma/GED and five (5) years of related experience;</p> <p><b>Skills and Abilities</b></p> <p>Strong knowledge of human service resources in Essex County;</p> <p>Familiarity with the social issues and barriers that hinder low-income people from achieving economic stability and social equity;</p> <p>Knowledge of effective school readiness strategies and positive parenting skills;</p> <p>Ability to interact with and work effectively and sensitively with persons of all economic, ethnic, and cultural backgrounds and adapt to diverse environments.</p> <p>Strong ability to form empathetic relationships and empower families;</p> <p>Demonstrated ability to communicate effectively verbally and in writing in English and French Creole or Spanish.</p> <p>Ability to present to community organization groups and facilitate parent curriculum.</p> <p>Strong team orientation and experience with collaboratively resolving problems.</p> <p>High integrity, clear boundaries, and a mature approach to interpersonal relationships;</p> <p>Able to develop practical, flexible, and creative solutions.</p> <p>Skilled in Microsoft Office and Google Platform; familiarity with standard social media networks (Facebook, Twitter, Instagram);</p> <p>Ability to quantify service area outcomes and lift to 35 lbs.</p> <p>Available for evening or weekend hours; Must have a valid NJ driver's license, automobile liability insurance, and an automobile fit for work-related tasks.</p>



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<p><b>Extended Day Educator</b>  <b>Part-time, 10 Months</b>  <b>Hours: Monday – Friday,</b>  <b>7:00 am to 8:15 am;</b>  <b>3:00 pm to 6:00 pm;</b>  <b>Occasionally, 1:00 p.m. -</b>  <b>6:00 p.m.</b>  <b>Positions contingent upon</b>  <b>enrollment.</b>  <b>Baldwin and Fulton</b></p>	<p>Ensures the safety and well-being of children. Working in collaboration with the education service area, the EPE implements learning activities that support children's cognitive, social, and emotional development by participating in extended day programs. The EPE will engage children in various areas, including literacy, math, arts, science, and recreation. Ensures children are safe at all times and are released in accordance with agency rules.</p>	<p>At least 18 years of age            High school diploma or GED preferred.            Minimum two years working with children ages 3-5 in an early childhood environment.            Proficiency in written and verbal language skills in English;            Visual ability to observe children.            Basic skills in Microsoft Word, Excel and Outlook;            Ability to lift 35 lbs. occasionally.</p>
<p><b>Program Aides</b>  <b>Part-time, 10 months</b>  <b>2 hours per day</b>  <b>11:30 am – 1:30 pm or as</b>  <b>scheduled.</b>  <b>Baldwin and Fulton</b></p>	<p>Shares responsibility for the Head Start classroom, working collaboratively with the teacher, assistant teacher, and other staff members to achieve positive outcomes in children; provide support and coverage in the classroom during planning time, mealtime, or as required; provide substitute coverage when necessary; assist in carrying out the goals, policies, and activities to implement educational objectives and Performance Standards.</p>	<p>High School Diploma or ED;            Intent to further education in Early Childhood. Ability to lift up to 35 lbs. occasionally.            Must be able to understand English well enough to follow instructions and directions.            Preference given to parents or guardians of students currently enrolled in the MCDC program.</p>