



**Montclair Child Development Center, Inc.
Job Opportunities for September 2021
Positions are on-site unless otherwise indicated.**

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

All positions require candidates to successfully complete background check, fingerprinting, Mantoux test, and weekly COVID-19 testing with negative test result to work onsite. 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
Bus Aide 10 Months-Part-time Hours: Baldwin Street	Ensures the safety and well-being of children being transported for agency transportation needs. Assists children with safely entering and exiting the bus; ensures children are properly seated and safety devices (seatbelts) are in place; gathers students from the classrooms and transports to the bus, rides on the bus to designated schools for drop off and pick up, sanitizes the bus before and after each use, keeps a log of students on and off of the bus, and receives students from other schools and brings them to their assigned classrooms. Inspects bus to ensure no children on the bus before and after each pick-up and drop-off of students. Ensures all health, safety and transportation protocols are implemented. Promotes positive interaction with children and families.	High school diploma or GED, Must be at least 18 years old. Good verbal communication skills, Visual ability to observe children. Ability to lift to 35 lbs. Must be able to stand, walk, bend and sit. Able to write clearly, follow instructions and record information on documents. Ability to maintain composure during emergencies and follow protocols. Ability to interact and work with young children including children with special needs.
Extended Day: Enrichment Program Educator Part-time, 10 Months Monday – Friday, 6:30 a.m. to 8:30 a.m.; 2:45 p.m. to 6:45 p.m.; Occasionally 12:30 p.m. - 6:45 p.m. Positions dependent upon enrollment. Baldwin, Fulton, and William Sites	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.	High school diploma or GED; CDA or advanced degree preferred: Minimum two years working in early childhood environment. Proficiency in written and verbal language skills; Basic skills in Microsoft Word, Excel, and Outlook; Ability to lift up to 35 lbs. occasionally.



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Job Title and Location	Brief Description	Qualifications
Floater Assistant Teachers (2) 10 Months-Full-time Hours 8:00 am-3:30 pm Fulton and William On-site	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 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; Ability to maneuver on the floor with children Basic Microsoft Word, Excel, and Outlook; Ability to lift to 35 lbs.
Head Start Teacher, Abbott 10 Months – Full time Hours: 8:00 am–3:30 pm 262 William Street, Orange	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.	Bachelor's degree in early childhood education, or related field. PreK-3 certification (Standard) Work experience with infants and toddlers preferred. Able to lift a child weighing up to 35 pounds. Ability to maneuver on the floor with children. Proficiency in written and verbal language skills in English and Spanish or French Creole desired; Basic skills in Microsoft Word, Excel, and Outlook.



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Job Title and Location	Brief Description	Qualifications
Program Aide 10 Months – Multiple jobs Hours: 11:30 a.m.-1:30 p.m., or as assigned Agency-wide- Multiple jobs On- site	Works collaboratively with the teacher and assistant teacher, to provide support and coverage in classroom during planning time, mealtime, or as required. Provide substitute coverage when necessary. Assist in escorting children to and from the restrooms. Watch children during naptime or ensure children are engaged in quiet, safe activities. Helps set up for classroom activities.	High school diploma or GED, Have intent to further education in Early Childhood. Proficiency in written and verbal language skills; Basic skills in Microsoft Word, Excel, and Outlook, Ability to lift to 35 lbs. Able to bend, squat, twist, sit on floor, stand for extended periods of time.
Substitute Assistant Teacher As needed - 10 Months Hours 8:00 a.m. – 3:30 p.m. Agency-wide- Multiple jobs On-site	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 to 35 lbs.