



Montclair Child Development Center, Inc. Job Opportunities - Summer and Fall 2019

How to Apply: Send a cover letter indicating the position to which you are applying with a resume to hrrcdc@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
<p>Education Programs and Services Manager 12 Months – Full-time</p>	<p>The Education Program and Services Manager (EPSM) provides strategic advice, guidance and direction to leadership on education programs based on national, state and industry trends in early childhood education. This position oversees the implementation of the Head Start/Early Head Start Program Performance Standards for Education and Early Childhood Development to ensure all agency children are engaged in a high quality-learning environment, serves as primary point of contact for day-to-day management of staff and cultivates relationships with service areas Boards of Educations.</p>	<ul style="list-style-type: none"> • Master’s degree in Early Childhood Education, Education, Human Services or a related field, • P-3 Certification, CLASS trained and/or certified; • Minimum two (2) years supervisory and management experience in Education, • Experience using High Scope curriculum, knowledge of Reggio Emilia inspired Approach, • Five (5) years’ experience in early childhood education including experience in aggregating, analyzing and presenting assessment data; • Teaching experience with 0-5 age group desired, • 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., occasionally
<p>Assistant Teacher 10 Months - Full- time Hours 8:00 a.m. – 3:30 p.m. Fall 2019 - Baldwin 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 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.</p>	<ul style="list-style-type: none"> • 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.



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Job Title and Location	Brief Description	Qualifications
Program Aides 10 months, Part-time 11:30 a.m. – 1:30 p.m. or as scheduled. Fall 2019 – Agency-wide	Shares responsibility for the Head Start classroom, working collaboratively with the teacher and assistant teacher, and other staff members to achieve positive outcomes in children; provide support and coverage in classroom during planning time, mealtime, or as required; provide substitute coverage when necessary; assist in carrying out the goals, policies and activities designed to implement educational objectives and Performance Standards.	<ul style="list-style-type: none"> • High School Diploma or GED; • Intent to further education in Early Childhood. • Ability to lift up to 35 lbs. occasionally. • <i>Preference given to parents or guardians of a child currently enrolled in the MCDC program.</i>
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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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 Coordinator 10 Months – Part-time Monday – Friday, 6:15 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. <i>Position dependent upon enrollment.</i></p>	<p>Schedules adequate staff for the program in accordance with state licensing requirements. Ensures a seamless transition from the regular school day and extended day. Working in collaboration with the education service area, coordinates the implementation of learning activities that support the cognitive, social and emotional development of children participating in extended day. Ensures staff engage children appropriately in various areas, including literacy, math, arts, science and recreation. Reviews staff performance and recommends appropriate actions to ensure satisfactory job performance.</p>	<ul style="list-style-type: none"> • 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>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. <i>Positions dependent upon enrollment.</i></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>	<ul style="list-style-type: none"> • 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.



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Job Title and Location	Brief Description	Qualifications
Cook Full-time, 10 months Hours 6:30 a.m. – 2:30 p.m. Fall 2019 - Baldwin Street	Responsible for the preparation and service of meals that meet Head Start and USDA nutrition requirements for children ages one to five. Prepares, set-up, clean up after breakfast, lunch and snacks as planned on menus and food for special events. Receives and properly stores food and supplies. Strictly adheres to all guidelines and regulations pertaining to food management. May assist with delivery of meals to other sites.	<ul style="list-style-type: none"> • One-year experience in quantity food preparation. • Some training in nutrition, dietetics and/or child food preparation. • Must be able to stand for extended periods. • Must be able to lift up to 45 lbs. • Proficient computer skills, including data base systems and access to email and internet. • Ability to speak, read, write, comprehend, process, interpret, follow and carry out instructions spoken and written in English. • Valid New Jersey Driver License and clean driving record. • ServSafe Management Certification.
Extended Day Educators Summer Program Multiple positions Session 1 July 8th – July 26th and/or Session 2 July 29th to August 16th Hours: 6:45 a.m. – 12:30p.m. or 12:30 pm – 6:15 p.m.	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.	<ul style="list-style-type: none"> • High school diploma or GED; • CDA or a degree in early childhood education 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. • Current MCDC instructional staff member.



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Floating Assistant Teacher 10 Months - Full- time Hours 8:00 a.m. – 3:30 p.m. Fall 2019 - Fulton 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 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.	<ul style="list-style-type: none"> • 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.
Job Title and Location	Brief Description	Qualifications
Facilities Technician Full-time, 12 months Hours 6:30 a.m. – 2:30 p.m. Fulton/ Baldwin Streets	Responsible for ensuring clean, safe and sanitary facilities as a member of the Facilities Team for all MCDC facilities and properties. 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 comply with childcare state licensing requirements and all state and local fire and building codes.	<ul style="list-style-type: none"> • High school diploma or GED; • Minimum of three years previous experience in building or physical plant maintenance, • Knowledge of child care building code requirements, fire and safety building codes, • Ability to make minor carpentry, plumbing and electrical repairs. • Knowledge of security procedures. • Computer skills • Valid NJ Driver License and clean driving record. • Black Seal Boiler License • Must be able to stand, walk, bend, reach, climb ladders, lift up 50 lbs., and operate equipment daily.



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Early Head Start Teacher 12 Months – Full time Hours 8:00 a.m. – 3:30 p.m. Fulton Street	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.	<ul style="list-style-type: none">• 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.