



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

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
<p>Family Engagement Advocate 12 Months – Full-time 10:00 a.m. - 6:00 p.m. (Hours are flexible) Monday-Friday Must be available to work evenings or weekends. William Street</p>	<p>Utilizes knowledge of the principles of family engagement to support families in their roles as their child’s first teacher. Encourages parent/child interactions that promote school readiness and health development, enhancing family well-being. Helps parent and caregivers build social networks to enhance family leadership and advocacy skills through participation in the agency governance, as class parents and/or Policy Council members, and other community based opportunities. Establish and maintain accurate updated records for each child in organized and complete files and in ChildPlus; assists parents by formulating and maintaining partnership agreements; encourage and support parents in reaching self-sufficiency through presentation at center-based meetings; formulate and maintain community partnerships that assist in the quality delivery of services to children and families that are responsive to family needs. Recruits children and families to the program.</p>	<p>High school diploma or GED; Associate degree in social work, human services, early childhood education; Excellent oral and written communication skills with the ability to make presentations to community groups and organizations. Strong team orientation and experience resolving problems in a collaborative manner; Basic skills in Microsoft Word, Excel, and Google Sheets and Docs; Familiarity with common social media networks (Facebook, Twitter, Instagram); Three (3) years’ experience in social service work with children and families preferred; Familiarity with the social issues and barriers that hinder low-income people from achieving economic stability and social equity; Strong knowledge of human service resources in Essex County; Ability to work effectively and with sensitivity with persons of all economic, ethnic, and cultural backgrounds; Must work with high integrity, clear boundaries and a mature approach to interpersonal relationships; Must be able to find practical, flexible and creative solutions to problems with limited resources; Must be able to adapt to diverse environments; Ability to lift up to 35 lbs., occasionally. Valid New Jersey Driver License and clean driving record. Must be available to work evenings or weekends.</p>



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Job Title and Location	Brief Description	Qualifications
Assistant Teacher 10 Months - Full- time Hours 8:00 a.m. – 3:30 p.m. Fall 2019 – Baldwin & 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 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.
Program Aide 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.	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.	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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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. Position dependent upon enrollment.	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.	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.
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.	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 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.
Floating Assistant Teacher 10 Months - Full- time Hours 8:00 a.m. – 3:30 p.m. Fall 2019 - Fulton & William Streets	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.	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
<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>
<p>Nutrition Assistant Full-time, 10 Months Monday-Friday 7:00 a.m. – 3:00 p.m.</p>	<p>Assist cooks in the preparation and service of meals that meet Head Start and USDA nutrition requirements, receiving and proper storing of food and supplies, and maintaining food preparation areas and supplies in accordance with sanitation requirements. Assist in the delivery of meals and beverages to classrooms as needed. Operate stove, oven and kitchen equipment in a safe manner and perform daily cleaning and maintenance of kitchen and equipment. Cut, chop, and slice vegetables, fish and meats to prepare meals. Assists in preparing, setting-up, and cleaning-up after breakfast, lunch, and snacks as planned on menus, as well as food for special events (celebrations, field trips, etc.)</p>	<p>High School Diploma or equivalent combination of education and experience and Food Handlers Certification or capacity to complete and pass within 90 days of employment. Some training in nutrition, dietetics and/or child food preparation. Minimum of six months experience in quantity food preparation experience. Must be able to stand for extended periods. Must be able to lift up to 50 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 in the English language and written in a variety of documents and reference relevant to the job. Current New Jersey driver license and clean driving record.</p>