



Montclair Child Development Center, Inc.

Job Opportunities - Available Now

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>Head Start Teacher, Abbott 10 Months – Full time Hours: 8:00 am–3:30 pm 262 William Street, Orange Virtual and On-site</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. 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.</p>
<p>Floater Assistant Teacher 10 Months-Full-time Hours 8:00 am-3:30 pm Fulton Street On-site</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>	<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; Ability to maneuver on the floor with children Basic Microsoft Word, Excel, and Outlook; Ability to lift to 35 lbs.</p>



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Job Title and Location	Brief Description	Qualifications
Early Head Start Teacher 12 Months – Full time Hours 8:00 a.m. – 3:30 p.m. Baldwin Street Virtual and On-site	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.	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.
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 Called in 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.



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