



Montclair Child Development Center, Inc. Job Opportunities for 2022-2023 School Year

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 staff are required to be fully vaccinated against COVID-19 or receive an exemption. All openings are subject to change and are contingent upon funding.

Job Title and Location	Brief Description	Qualifications
Assistant Teacher 10 Months - Full- time Hours 8:00 a.m. – 3:30 p.m. Baldwin Street 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’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.
Assistant Teacher (Abbott) 10 Months - Full time Hours 8:00 a.m.-3:30 p.m. Orange 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’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.



Montclair Child Development Center, Inc. Job Opportunities for 2022-2023 School Year

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 staff are required to be fully vaccinated against COVID-19 or receive an exemption. All openings are subject to change and are contingent upon funding.

Job Title and Location	Brief Description	Qualifications
<p>Head Start Teacher, Pre-K Expansion 10 Months – Full time Hours: 8:00 am–3:30 pm 33 Fulton Street, Montclair 3 positions</p> <p><i>Preference given to current staff at Fulton and Baldwin locations.</i></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 appropriate lesson plans and 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, 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, sit, squat, bend and walk. 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>Head Start Teacher, 10 Months – Full time Hours: 8:00 am–3:30 pm 261 William Street, Orange</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>



Montclair Child Development Center, Inc. Job Opportunities for 2022-2023 School Year

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 staff are required to be fully vaccinated against COVID-19 or receive an exemption. All openings are subject to change and are contingent upon funding.

Job Title and Location	Brief Description	Qualifications
<p>Head Start Teacher, 10 Months – Full time Hours: 8:00 am–3:30 pm</p> <p>272 Baldwin Street, Glen Ridge</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 appropriate lesson plans and 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, 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, sit, squat, bend and walk. 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>Program Aides Part-time, 10 months 90 minutes per day, 11:30 am – 1:00 pm or as scheduled. All Sites</p>	<p>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 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>



Montclair Child Development Center, Inc. Job Opportunities for 2022-2023 School Year

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 staff are required to be fully vaccinated against COVID-19 or receive an exemption. All openings are subject to change and are contingent upon funding.

Job Title and Location	Brief Description	Qualifications
<p>EHS Home Based Visitor Full-Time, non- exempt 12 months 272 Baldwin Street, Glen Ridge</p>	<p>The Early Head Start (EHS) Home-Based Visitor provides at-home instruction and a group socialization experience to 12 EHS families. Conduct one home visit per week for each family, 90 minutes in duration. Conduct at least two group socialization activities per month for each child. Maintain integration of agency and partnership services including health and nutrition, family services, mental health, special services, and build relationships with families to support young children's learning. Prepare family partnership agreements that focus on setting goals and identifying the responsibilities, timetables, and strategies for achieving goals. Meet the needs of all children being served. Integrate all Head Start components into classroom time. Develop and utilize lesson plans, which reflect both mandated elements and parental and cultural influences, promoting Head Start children's social, emotional, physical, and cognitive development. Organize, monitor, and facilitate socialization group activities on-site twice monthly while providing an atmosphere that promotes and reinforces parental involvement in the classroom. Plan, develop, and maintain a safe, healthy, and attractive learning environment and provide developmentally appropriate materials. Follows all local, state, and federal policies, standards, and regulations for the Early Head Start programs and services; Collect, analyze, manage and report data on children's progress. Prepare and manage record-keeping related to children and families.</p>	<p>CDA- Infant Toddler, or Associate or Bachelor's degree in early childhood education or a related field with training hours in Infant Toddler content. Valid New Jersey Auto Driver License with access to a vehicle during working hours to conduct home visits, Experience working with infants and toddlers preferred, Ability to lift a child weighing up to 35 pounds. Ability to maneuver on the floor with children. Ability to articulate clearly and accurately both verbally and in writing, and to establish and maintain priorities; English and Spanish Proficient in Microsoft Word, Excel</p>



Montclair Child Development Center, Inc. Job Opportunities for 2022-2023 School Year

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 staff are required to be fully vaccinated against COVID-19 or receive an exemption. All openings are subject to change and are contingent upon funding.

Job Title and Location	Brief Description	Qualifications
Nutrition Aide 10 Months 7:00 a.m. - 3:00 p.m.	Ensures the safety and well-being of children transported for all agency transportation needs. Maintains sanitary bus interior; and attends all mandatory meetings and trainings.	At least 18 years of age High school diploma or GED preferred. Must be able to understand well enough English to follow instructions and safety rules. Able to lift a child weighing up to 35 lbs.
Substitute Assistant Teacher Called in as needed. 10 Months Hours 8:00 a.m. – 3:30 p.m.	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 Assistant Teacher is called in on an 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.
Lead Facilities Technician 12 months – Full-time 7:00 a.m. – 4:00 p.m. Agency wide	Ensures clean, safe, and sanitary facilities and leads the Facilities Team. 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.	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.