



## 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](mailto: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.**

**February 8, 2023**

Job Title and Location	Brief Description	Qualifications
<b>Assistant Teacher</b> <b>10 Months - Full- time Hours</b> <b>8:00 a.m. – 3:30 p.m.</b> <b>Fulton Street Site</b>	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.
<b>Assistant Teacher (Abbott)</b> <b>10 Months - Full time</b> <b>Hours 8:00 a.m.-3:30 p.m.</b> <b>Orange Site</b>	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.
<b>Program Aides</b> <b>Part-time, 10</b> <b>months 90 minutes</b> <b>per day,</b> <b>11:30 am – 1:30 pm or as</b> <b>scheduled.</b> <b>All Sites</b>	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.	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.



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<p><b>Early Head Start Teacher</b>  <b>2 positions</b>  <b>12 months, Full-time</b>  <b>8:00 a.m.- 3:30 p.m.</b>  <b>William Street, Orange</b>  <b>Fulton Street, Montclair</b></p>	<p>Plans, organizes, and implements, a developmentally appropriate program for infants and toddlers ages 0-3 years. Follows standards and regulations by the Head Start Performance Standards, MCDC Administrative Working Documents, NJ Department of Children and Families and other regulatory agencies; collaborates with others to ensure the successful operation of a classroom, implement High Scope Curriculum for Infant/Toddlers to achieve outcomes for children of all abilities; build and maintain a positive, nurturing and supportive relationship with children and families; plan and provide learning environment and experience that promote physical, social, intellectual and emotional development; assesses and sets goals for their development; communicate with parents and encourage their input regarding the growth and development of their children, maintain and update individual child portfolios, maintain safe and healthy classroom and playground environments; report safety hazards and/or equipment needs to EHS Coordinator; follow health and safety procedures for hand washing, diapering, handling bodily fluids, sanitizing toys and equipment, and all other procedures.</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.</p>
<p><b>Front Desk Engagement Clerk</b>  <b>Full-time, 10 Months</b>  <b>8:00 a.m. – 4:00 p.m.</b>  <b>William Street, Orange</b></p>	<p>Oversees site office reception area and functions. Answers telephone in a timely, courteous and professional manner; accurately receive and disseminate messages; update voice-mail as needed; greet, assist and direct all visitors in a courteous manner; performs data entry of child and family information into ChildPlus to support the intake process; log in mail as required; performs special projects, creates charts, flyers, and may translate documents into Spanish. Interprets for Spanish speaking individuals.</p>	<p>High school diploma or GED;            Minimum one- year general office experience            Ability to work in a fast paced, multi-task environment            Bilingual skills in Spanish and English preferred            Strong organizational skills and ability to prioritize workload            Proficiency in written and verbal language skills            Strong skills with using Microsoft Word, Excel, Publisher and Outlook.</p>



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Job Title and Location	Brief Description	Qualifications
<p><b>Head Start Teacher, (Abbott)10 Months Full time</b>  <b>Hours: 8:00 am–3:30 pm 261 William Street, Orange</b></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>
<p><b>Bus Aide</b>  <b>Part-time Hours: 9:30 a.m. – 12:30 p.m.</b></p>	<p>Ensures the safety and well-being of children being transported for all agency transportation needs; assists children with safety entering and exiting the bus; ensures the children are properly seated and safety devices are in place; promotes positive engagement and interaction with children and families; ensures that all safety and required transportation protocols are implemented; assists with ensuring a clean and sanitary bus interior; attends all mandatory meetings and trainings.</p>	<p>At least 18 years of age            High school diploma or GED preferred.            Good verbal communication skills.            Visual ability to observe children.            Able to lift a child weighing up to 35 pounds.</p>



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<p><b>Lead Facilities Technician</b>  <b>12 months – Full-time</b>  <b>7:00 a.m. – 4:00 p.m.</b>  <b>Agency wide</b></p>	<p>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.</p>	<p>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.</p>
<p><b>Assistant Teacher/Family Advocate</b>  <b>10 months – Full-time</b>  <b>8 :00 a.m. – 3:30 p.m.</b>  <b>Hornblower Child Center,</b>  <b>1 Main Street, Belleville</b></p>	<p>Shares responsibility for Head Start classroom, works collaboratively with Head and Assistant Teacher, families, and other staff members to achieve positive outcomes for children. Assists in administering assessment tools, maintaining a safe and healthy learning environment, supports social and emotional development in children, inputs and maintains accurate updated records for each child in organized and complete files in Child Plus, assists in executing lesson plans, implementation of Creative Curriculum, accurate reporting of child attendance/meal count data. Utilizes knowledge of the principles of family engagement to support families in their roles as their child’s first teacher, encouraging parent/child interactions that promote school readiness and healthy development, enhancing family well- being. Helps parents and caregivers build social networks to enhance family leadership and advocacy skills through participation in the agency governance, assists parents in formulating and maintaining family partnership agreements; encourage and support parent in reach self-sufficiency; formulate and maintain community partnerships that assist in the quality delivery services that are responsive and sensitive to family needs.            Provides coverage for teaching team absences.</p>	<p>Child Development Associate in preschool (CDA) or Associate Degree in social work, human services, early childhood education or a related field;            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.</p>