



# Montclair Child Development Center, Inc.

## Job Opportunities - August 25, 2022 Revised

**How to Apply:** Send a cover letter indicating the position to which you are applying with a resume to [jobs@mcdcnj.org](mailto:jobs@mcdcnj.org) or complete an application. Include the Job Title of the position for which you are applying.

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Job Title and Location	Brief Description	Qualifications
<p><b>Education Site Supervisor</b>  <b>12 Months - Full- time</b>  <b>Hours 8:00 a.m. – 4:00 p.m.</b>  <b>Baldwin Street Site</b></p>	<p>Ensure the delivery of high-quality programs and services through the selection, professional development, supervision and evaluation of instructional personnel. Guide, monitor and assess staff performance and evaluation in instruction and its relation to lesson plan development and implementation, individualization, implementation of ECERS (Early Childhood Environment Rating Scale), ITERS (Infant/Toddler Environment Rating Scale), CLASS (Classroom Assessment Scoring System) and other tools, facilitation of monthly professional learning communities, School Readiness Goals, Child Plus data and the administration of the COR and other student assessment tools. Serve as a mentor/coach to instructional staff. Ensure compliance with all local, state and federal policies, standards and regulations pertaining to the operation of Head Start and Early Head Start programs and services through ongoing monitoring; Prepare and manage record-keeping related to personnel; Conduct and record classroom observations and provide assessment of staff performance. Aggregate and analyze school readiness data to improve student achievement and ensure Kindergarten readiness. Work with Family and Community Engagement staff to develop a parent committee, provide trainings to families and support the development of partnerships agreements with participating parents Monitor and schedule home visits to participating families according to a program calendar; In partnership with Facilities Department, maintains cleanliness of the building and compliance with safety regulations and requirements. Work in collaboration with other services areas to ensure organizational goals and objectives are met. Conduct regularly scheduled staff meetings. Maintain a visible presence within the site and serve as the primary point of contact for instructional staff questions and concerns. Ensure classroom coverage; develop and maintain site substitute pool. Order equipment, materials and supplies in a timely manner for program operation; and perform related duties and responsibilities as required.</p>	<p>Bachelor’s degree in Early Childhood Education, Education, Human Services or a related field;  P-3 certification;  Minimum two years-experience in a supervisory and management position  Proficiency in written and verbal language skills in English and Spanish preferred;  Basic skills in Microsoft Word, Excel, and Google platform; Ability to stand for extended periods, sit, squat, bend and walk.  Ability to lift up to 35 lbs.</p>



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Job Title and Location	Brief Description	Qualifications
<b>Floating Assistant Teacher 10 Months - Part-time Hours 9 :00am-1:00 pm Fulton and Baldwin Sites</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 curriculum, accurate reporting of child attendance/meal count data. Provides coverage during absences, breaks and lunches.	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 Google platform; Ability to stand for extended periods, sit, squat, bend and walk. Ability to lift up to 35 lbs.
<b>Head Start Teacher, 10 Months – Full time Hours: 8:00 am–3:30 pm 261 William Street, Orange</b>	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.	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 Google platform.



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Job Title and Location	Brief Description	Qualifications
<p><b>Head Start Teacher, 10 Months – Full time Hours: 8:00 am–3:30 pm</b></p> <p><b>272 Baldwin Street, Glen Ridge</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 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. 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 Google platform.</p>
<p><b>Assistant Teacher - Head Start 10 Months - Full time Hours 8:00 a.m.-3:30 p.m. Orange Site</b></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 Creative 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; Basic skills in Microsoft Word, Excel, and Google platform; Ability to stand for extended periods, sit, squat, bend and walk. Ability to lift up to 35 lbs.</p>



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Job Title and Location	Brief Description	Qualifications
<p><b>EHS Home Based Visitor</b>  <b>Full-Time, non- exempt</b>  <b>12 months</b>  <b>272 Baldwin Street,</b>  <b>Glen Ridge</b></p>	<p><b>The Early Head Start (EHS) Home-Based Visitor provides at-home instruction and a group socialization experience to 12 EHS families.</b> 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 and Google platform.</p>



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Job Title and Location	Brief Description	Qualifications
<p><b>Program Aides</b> 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>
<p><b>Substitute Assistant Teacher</b> Called in as needed. 10 Months Hours 8:00 a.m. – 3:30 p.m.</p>	<p>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.</p>	<p>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.</p>
<p><b>Lead Facilities Technician</b> 12 months – Full-time 7:00 a.m. – 4:00 p.m. Agency wide</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>





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Job Title and Location	Brief Description	Qualifications
<p><b>Extended Day: Enrichment Program Coordinator</b>  <b>11 Months – Part-time</b>  <b>Monday – Friday,</b>  <b>6:45am to 8:00/8:15am;</b>  <b>2:45/3:30pm to 6:15pm</b>  <b>Occasionally 12:30pm - 6:15pm</b>  <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 engages children appropriately in various areas, including literacy, math, arts, science, stem, music and recreation. Reviews staff performance and recommends appropriate actions to ensure satisfactory job performance.</p>	<p>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 Google Platform along with knowledge of PFP (Program for Parents and E-Childcare platform). Ability to lift up to 35 lbs. occasionally.</p>
<p><b>Extended Day: Enrichment Program Educator</b>  <b>Part-time, 11 Months</b>  <b>Monday – Friday,</b>  <b>6:45am to 8:00/8:15am;</b>  <b>2:45/3:30pm to 6:15pm</b>  <b>Occasionally 12:30pm - 6:15pm</b>  <b>Baldwin and William Street Sites</b>  <i>Position dependent upon enrollment.</i></p>	<p>Ensures a seamless transition from the regular school day and extended day. Working in collaboration with education and Family and Community Engagement service areas, the extended day staff implements learning activities that support the cognitive, social and emotional development of children participating in extended day. The extended day will engage children in various areas, including literacy, math, arts, science and recreation.</p>	<p>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 Google platform along with knowledge of PFP (Program for Parents and E-Childcare platform).            Ability to lift up to 35 lbs. occasionally.</p>



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<p><b>Early Head Start Teacher</b>  <b>12 Months – Full-time</b>  <b>8:00 a.m. – 3:30 p.m.</b>  <b>William Street</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; ensures the successful operation of a classroom, implement High Scope Curriculum for Infant/Toddlers; 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; 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.            Proficiency in written and verbal language skills; Basic skills in Microsoft Word, Excel and Google platform.</p>