



Montclair Child Development Center, Inc. 2024 – 2025 School Year Job Opportunities

How to Apply: Send a cover letter indicating the position to which you are applying with a resume to jobs@mcdcdnj.org.

All positions require candidates to complete background checks, including fingerprinting, and health clearance with the Mantoux (TB) test. All openings are subject to change and are contingent upon funding.

Job Title and Location	Brief Description	Qualifications
<p>Assistant Teacher 10 Months – Full-time Hours: 8:00 a.m. – 3:30 p.m. 3 positions – All sites</p>	<p>Shares responsibility for Head Start classroom works collaboratively with the Head Teacher, families, and other staff members to achieve positive outcomes for children. Assists in administering assessment tools and data input into Child Plus, maintaining a safe and healthy learning environment, supporting social and emotional development in children, assisting in planning and executing lesson plans, implementing High Scope curriculum, and accurately reporting 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 Google Suite, Microsoft Word, Excel, and Outlook; Ability to stand for extended periods, sit, squat, bend, and walk. Ability to lift to 35 lbs.</p>
<p>Early Head Start Teacher 12-months - Full-time 8:00 a.m.- 3:30 p.m. Fulton Street, Montclair William Street, Orange</p>	<p>Plans organizes, and implements a developmentally appropriate program for infants and toddlers ages 0-3 years. Follows 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 supervisor; follow health and safety procedures for hand washing, diapering, handling bodily fluids, sanitizing toys and equipment, and all other procedures.</p>	<p>Child Development Associate certification (CDA) in Infant/Toddler, or Associate degree in Early Childhood Education or related field with training hours in Infant/Toddler content, At least one year of work experience with infants and toddlers is preferred. Able to lift a child weighing up to 40 pounds. Ability to maneuver on the floor with children. Basic skills in Google Suite, Microsoft Word, Excel, and Outlook</p>



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<p>Head Start Teachers: District Collaboration or Provider-only Classes 10 Months - Full time Hours: 8:00 am–3:30 pm Locations: 261 William Street, Orange 33 Fulton Street, Montclair</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 requirements. Guided by school readiness goals, prepares and implements developmentally and culturally appropriate lesson plans interacts positively with all children to support their 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. Proficiency in written and verbal language skills in English and Spanish preferred; Basic skills in Microsoft Word, Excel, and Outlook.</p>
<p>Head Start Teacher 10 Months - Full time Hours: 8:00 am–3:30 pm Baldwin Street, Glen Ridge, 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. Guided by school readiness goals, prepares and implements developmentally and culturally appropriate lesson plans interacts positively with all children to support their 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. 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. Proficiency in written and verbal language skills in English and Spanish preferred; Basic skills in Microsoft Word, Excel, and Outlook.</p>



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<p>Extended Day: Enrichment Program Coordinator 10 Months – Part-time Monday – Friday, 6:15 a.m. to 8:15 a.m.; 2:45 p.m. to 6:45 p.m. Occasionally 12:30 p.m. - 6:45 p.m. Position is dependent upon enrollment. All sites</p>	<p>Schedules adequate staff for the program following state licensing requirements. Ensures a seamless transition from the regular school day to the extended day program. Working in collaboration with the education service area plans, organizes, and coordinates the implementation of learning activities that support the cognitive, social, and emotional development of children participating in the program. Ensures that children are safe and that staff engages children appropriately in various areas, including literacy, math, arts, science, 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; Experience supervising teaching or early childhood staff. Minimum two years working in an early childhood environment. Proficiency in written and verbal language skills; Basic skills in Google Suite, Microsoft Word, Excel and Outlook; Ability to lift to 35 lbs. occasionally.</p>
<p>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 are dependent upon enrollment. All sites.</p>	<p>Ensures a seamless transition from the regular school day to the extended day program. Working in collaboration with the education service area, the EPE implements learning activities that support children participating in the extended day program's cognitive, social, and emotional development. The EPE will ensure children are safe and 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 an early childhood environment. Proficiency in written and verbal language skills; Basic skills in Microsoft Word, Excel and Outlook; Ability to lift to 35 lbs. occasionally.</p>
<p>Program Aides Part-time, 10 months 2 hours per day 11:30 am – 1:30 pm or as scheduled. Baldwin and Fulton</p>	<p>Shares responsibility for the Head Start classroom, working collaboratively with the teacher, assistant teacher, and other staff members to achieve positive outcomes in children; provide support and coverage in the 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 GED; Intent to further education in Early Childhood. Ability to lift to 35 lbs. occasionally. Must be able to understand English well enough to follow instructions and directions. Preference is given to parents or guardians of students currently enrolled in the MCDCC program.</p>



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<p>Per Diem Head Teacher Substitute As scheduled from 8:00 a.m.- 3:00 p.m. All sites</p>	<p>Shares responsibility for the Head Start classroom, working collaboratively with the teacher, assistant teacher, and other staff members to achieve positive outcomes in children; provide support and coverage in the 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>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. Proficiency in written and verbal language skills in English and Spanish preferred; Basic skills in Google Suite, Microsoft Word, Excel, and Outlook.</p>