



Montclair Child Development Center, Inc. Job Opportunities for January 2022

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. All staff are required to be fully vaccinated against COVID-19 by 1/31/2022.

Job Title and Location	Brief Description	Qualifications
Assistant Teacher 10 Months - Full- time Hours 8:00 a.m. – 3:30 p.m. Fulton and William Sites	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.
Head Teacher (Head Start Abbott) 10 Months – Full-time Hours 8:00 am – 3:30 pm William Street	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 with credits in Early Childhood Education; PreK-3 certification required. One-year experience in preschool and Head Start preferred. Proficiency in written and verbal language skills in English and Spanish preferred; Basic skills in Microsoft Word, Excel and Outlook, Ability to quantify service area outcomes. Ability to lift up to 35 lbs. occasionally.



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<p>EHS Home Based Visitor Full-Time, non- exempt 12 months Available immediately. Baldwin Street</p>	<p>The Early Head Start (EHS) Home-Based Visitor provides at-home instruction and a group socialization experience to 12 EHS families.</p> <p>According to a program calendar, 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 that include health and nutrition, family services, mental health, special services, building relationships with families to support young children's learning. Prepares 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; plans and facilitates group socialization activities for program participants and parent education. Collect, analyze, manage and report data on children's progress.</p> <p>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.</p> <p>Valid New Jersey Auto Driver License with access to a vehicle during working hours to conduct home visits,</p> <p>Experience working with infants and toddlers preferred,</p> <p>Ability to lift a child weighing up to 35 pounds.</p> <p>Ability to maneuver on the floor with children.</p> <p>Ability to articulate clearly and accurately both verbally and in writing, and to establish and maintain priorities;</p> <p>English and Spanish</p> <p>Proficient in Microsoft Word, Excel</p>



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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.
Bus Aide 10 Months - Part-time 7:00 a.m. – 9:30 a.m. and/or 2:00 p.m. – 4:30 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. Good verbal communication skills. Visual ability to observe children. Able to lift a child weighing up to 35 lbs.
Program Aides Part-time, 10 months 90 minutes per day, 11:30 a.m. – 1:00 p.m. or as scheduled. All Sites	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 designed to implement educational objectives and Performance Standards.	High School Diploma or GED; Intent to further education in Early Childhood. Ability to lift up to 35 lbs. occasionally. <i>Preference given to parents or guardians of a child currently enrolled in the MCDCC program.</i>
Floating Assistant Teacher 10 Months - Full-time Hours 8:00 a.m. – 3:30 p.m. William Street	Shares responsibility for the Head Start classroom, working collaboratively with the teachers, families, and other staff members to achieve positive outcomes in children. Assists with home visits and parent conferences when necessary; provide support and coverage during planning time; provide substitute coverage when necessary; assists in carrying out the goals, policies and activities designed to implement educational objectives and Performance Standards.	CDA OR Associate or Bachelor's degree in early childhood education or a related field with credits in Early Childhood Education; Proficiency in written and verbal language skills; Basic skills in Microsoft Word, Excel and Outlook; Ability to lift up to 35 lbs.



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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.
Front Desk Engagement Clerk 12 months Hours 8:00 a.m. – 4:00 p.m. Site- William Street, Orange.	The Front Desk Engagement Clerk oversees site office reception area and functions. Answers telephone in a timely, courteous and professional manner; accurately receives and disseminates messages; updates voice-mail as needed; greets, assists and directs all visitors in a courteous manner; performs data entry of information into ChildPlus to support the intake process; supports education team as needed, including assisting in planning and implementing service area events and activities; supports administration; performs special projects, creates charts, flyers, and may translate documents into Spanish. May interpret for Spanish speaking individuals.	High school diploma or GED; Minimum one - year experience in general office practices; Ability to work in a fast paced, multi-task environment; Bilingual skills in Spanish or French Creole and English preferred; Strong organizational skills and ability to prioritize workload; Proficiency in written and verbal language skills; Strong skills and experience with using Microsoft Word, Excel, Publisher and Outlook.