



Montclair Child Development Center, Inc. **Job Opportunities for September 2021** **All positions are on-site.**

How to Apply: Send a cover letter indicating the position to which you are applying with a resume to hrrcdc@mcdcnj.org. 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. Applications are accepted until positions are filled.

Job Title and Location	Brief Description	Qualifications
Assistant Teacher 10 Months - Full- time Hours 8:00 a.m. – 3:30 p.m. Fulton and Baldwin Streets	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, or Bachelor degree in Early Childhood Education or related field with credits in Early Childhood Education; or related experience and enrollment in a program that will lead to an associate or baccalaureate degree in early childhood education or, enrollment in a CDA credential program to be completed within two years of the time of hire. Proficiency in written and verbal language skills in English and Spanish preferred; Basic Microsoft Word, Excel, and Outlook; Ability to lift to 35 lbs.
Floater Assistant Teachers (2) 10 Months-Full-time Hours 8:00 am-3:30 pm William Street On-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 or Bachelor 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; Ability to maneuver on the floor with children Basic Microsoft Word, Excel, and Outlook; Ability to lift to 35 lbs.
Program Aide 10 Months – Multiple jobs Hours: 11:30 a.m.-1:30 p.m., or as assigned Agency-wide- Multiple jobs On- site	Works collaboratively with the teacher and assistant teacher, to provide support and coverage in classroom during planning time, mealtime, or as required. Provide substitute coverage when necessary. Assist in escorting children to and from the restrooms. Watch children during naptime or ensure children are engaged in quiet, safe activities. Helps set up for classroom activities.	High school diploma or GED, Have intent to further education in Early Childhood. Proficiency in written and verbal language skills; Basic skills in Microsoft Word, Excel, and Outlook, Ability to lift to 35 lbs. Able to bend, squat, twist, sit on floor, stand for extended periods of time.



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Job Title and Location	Brief Description	Qualifications
Substitute Assistant Teacher Called in as needed. 10 Months Hours 8:00 a.m. – 3:30 p.m. Agency-wide- Multiple jobs On-site	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. Works on a call in / 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 to 35 lbs.
Payroll Clerk/Bookkeeper 12 Months – Full-time 8:00 a.m. – 4:00 p.m. Fulton Street	Assists the Deputy Director of Finance by maintaining strong internal controls, adhering to the Fiscal Manual and completing bi-weekly payroll, bank deposits (as required), various accounts receivable functions, and monthly reporting, including account reconciliations, statistical reporting, Abbott and budget-to-actual reports. Interface with HR/Bookkeeper and Human Resources in monitoring payroll deductions and related payments. Calculate and enter garnishment records of employees and monitor related payments and deductions. Assist Human Resources in organizing records, completing disability and unemployment claims forms from state agencies. Prepare and maintain schedules for COLAs.	At least 60 college credits, or Bachelor degree in accounting or related field preferred; Proficiency in English written and verbal language skills; Knowledge of accounting practices and principles; Basic skills in Microsoft Word, Excel and Outlook; Must be organized and able to perform various administrative functions. Ability to quantify service area outcomes, and Ability to lift up to 35 lbs. occasionally.



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Job Title and Location	Brief Description	Qualifications
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.