



Montclair Child Development Center, Inc.

Job Opportunities

November 2024

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>Facilities Manager 12 Months- Full Time Hours: 7:00 a.m.- 4:00 p.m. Evenings and Weekends as Required. Agency-wide</p>	<p>Manage the maintenance and operations of our preschool facilities in Montclair, Glen Ridge, and Orange, NJ, ensuring compliance with safety regulations and standards.</p> <ul style="list-style-type: none"> -Develop and manage a maintenance repair program to ensure that all facilities are kept in proper condition and that all records of equipment owned, rented, or leased by MCDC are given to the Fiscal Office to be kept on file. - Supervise maintenance staff and contractors, providing guidance and support in their daily tasks and outside contractors. - Conduct regular inspections of facilities to identify areas for improvement or repair. - Maintain accurate records of maintenance activities, repairs, and inventory management. -Monitor, plan, assess, and implement program goals and objectives to ensure children's and staff's health and safety. -Make a schedule of work assignments for evening, weekends, and holiday facility usage when needed · Responsible for responding to burglar/fire alarms at all hours if an appropriate site Facilities Technician cannot be reached. Ensures buildings are secure. · Resolve all maintenance problems · Order all maintenance equipment and supplies and distribute them to staff; Keep an inventory of supplies available, needed, and distributed to staff. · Maintain fire systems alarms and logs at each site · Establish and maintain updates of boiler logbooks · Performs general maintenance, boiler, heating, and cooling systems and ensures systems are ready for use and operating optimally. · Ensure all sites' exterior and interior are kept safe, clean, and sanitary. · Understand state and federal regulations on property management and child care licensing and ensure all sites meet the standards. · Report, secure, and maintain documentation of records of all theft and losses. · Attend and participate in Leadership meetings. Other duties as required. 	<ul style="list-style-type: none"> -High school diploma or GED. -Have at least two (2) years of experience in facilities management in an educational facility or similar position. - Strong leadership skills with the ability to motivate and manage a team effectively. - Proficiency in HVAC systems. -Excellent problem-solving skills with a logical approach to troubleshooting issues. -Ability to make minor repairs and operate outdoor equipment. - Strong verbal and written communication skills for effective interaction with staff and contractors. -Ability to work cooperatively with others - Ability to work independently while managing multiple priorities in a fast-paced environment. · Possess a NJ Black Seal Boiler License · Must possess a vehicle registered in the State of NJ · Must have a valid NJ driver's license and a clean driving record · Basic skills in Google Suite, Microsoft Word, and Excel.



Montclair Child Development Center, Inc.

Job Opportunities

November 2024

How to Apply: Send a cover letter indicating the position you are applying for 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>Family Engagement Advocate Full-time 12 months. Hours: 8:00 a.m. – 4:00 p.m. and can vary and include evenings and weekends. William Street, Orange</p>	<p>The Family Engagement Advocate utilizes knowledge of the principles of family engagement to support families in their role as their child's first teacher, encouraging parent/child interactions that promote school readiness and healthy development and enhancing family well-being. The Family Engagement Advocate promotes family development and advancement and helps parents and caregivers achieve family goals and build social networks to improve family leadership and advocacy skills through participation in the agency governance, such as becoming class parents and/or members of the Policy Council, as well as other agency and community-based leadership opportunities.</p> <p>Duties include:</p> <ul style="list-style-type: none"> Develop and maintain ongoing outreach strategies to inform families and the community of services and activities at the center; Form community partnerships; Promote parent engagement/involvement in both home and center-based activities; this includes encouraging meaningful parent volunteer opportunities; Establish and maintain accurate, updated records for each child in organized and completed files, upload files to the Child Plus Data system, and meet established productivity standards for the program; Maintain family records and complete all necessary family services documentation within established program time frames. Assist parents by formulating and maintaining family partnership agreements; offer parents opportunities to set goals and deliver the resources to meet them; Encourage, help, and support parents in achieving self-sufficiency (acquiring a GED diploma or a college degree, finding a job, locating secure housing, etc.) by establishing family partnership agreements and monitoring families' progress toward reaching their goals. Provide presentation meetings. 	<p>Bachelor's or Master's degree in social work, psychology, counseling, or anthropology preferred, or Associate's degree in social work, human services, early childhood education, or in a field the agency considers to be equivalent combined with three years of relevant experience and credentials or</p> <p>High school diploma/GED and five (5) years of related experience;</p> <p>Skills and Abilities</p> <ul style="list-style-type: none"> Strong knowledge of human service resources in Essex County; Familiarity with the social issues and barriers that hinder low-income people from achieving economic stability and social equity; Knowledge of effective school readiness strategies and positive parenting skills; Ability to interact with and work effectively and sensitively with persons of all economic, ethnic, and cultural backgrounds and adapt to diverse environments. Strong ability to form empathetic relationships and empower families; Demonstrated ability to communicate effectively verbally and in writing in English and Spanish, preferred. Ability to present to community organization groups and facilitate parent curriculum. Strong team orientation and experience with collaboratively resolving problems. High integrity, clear boundaries, and a mature approach to interpersonal relationships; Able to develop practical, flexible, and creative solutions. Skilled in Microsoft Office and Google Platform; familiarity with standard social media networks (Facebook, Twitter, Instagram); Ability to quantify service area outcomes and lift to 35 lbs. Available for evening or weekend hours; Must have a valid NJ driver's license, automobile liability insurance, and an automobile fit for work-related tasks.



Montclair Child Development Center, Inc.

Job Opportunities

November 2024

How to Apply: Send a cover letter indicating the position you are applying for 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>Front Desk Engagement Clerk 10 months – Full-time Hours: 8:00 a.m. – 4:00 p.m. William Street, Orange.</p>	<p>The Front Desk Engagement Clerk oversees the site office reception area and functions. Answer telephone in a timely, courteous, and professional manner; accurately receive and disseminate messages; update voice-mail as needed; greet, assist, and politely direct all visitors; perform data entry of information into ChildPlus to support the student recruitment intake process and department; support education team as needed, and assist in planning and implementing service area events and activities; provide administrative support in the planning, coordination, and implementation of a comprehensive student recruitment plan, including coordination of parent tours of the facility when required; perform special projects, create charts, flyers, and translate documents into Spanish. Interpret for Spanish-speaking individuals.</p>	<p>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 and English preferred; Strong organizational skills and ability to prioritize workload; Proficiency in written and verbal language skills; Strong skills and experience using Microsoft Word, Excel, Publisher, and Outlook.</p>
<p>Head Teacher- Orange Board of Education 10 Months – Full-time Hours: 8:00 a.m. – 3:30 p.m. 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 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 learning and meet their emotional needs; partners with families to ensure their involvement in the education program; conducts family 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; other duties as assigned.</p>	<p>Bachelor’s degree in early childhood education or related field. NJ PreK-3 certification Teaching experience with children ages 3-5 preferred. Knowledge of Creative Curriculum. 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>



Montclair Child Development Center, Inc.

Job Opportunities

November 2024

How to Apply: Send a cover letter indicating the position you are applying for 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>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. Available at 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>Lead Facilities Technician 12 months – Full-time 7:00 a.m. – 4:00 p.m. Baldwin and Fulton Street Sites</p>	<p>Ensures clean, safe, and sanitary facilities and leads the Facilities Team. Daily inspects facilities, 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, following childcare state licensing requirements and all state and local fire and building codes. Other duties as required.</p>	<p>High school diploma or GED; One year of building or physical plant maintenance. Knowledge of childcare building code requirements, fire, and safety codes. Ability to make minor carpentry, plumbing, and electrical repairs; Knowledge of security procedures. Possess a NJ Black Seal Boiler License. New Jersey Driver's license and clean driving record; Ability to stand, walk, bend, reach, climb ladders, and lift 50 lbs. Operate equipment daily.</p>