

## JOB POSTING

**JOB TITLE:** Head Start Teacher  
**DIVISION/OFFICE:** Early Childhood Development Division  
**EMPLOYMENT TYPE:** Full-time  
**REPORTS TO:** Center Director / Division Director

**LOCATION:** TBD  
**FLSA STATUS:** Exempt  
**SOC CODE:** 25-2011  
**COMPENSATION:** \$40,000 - \$79,000 (annual salary)

**BENEFITS:** La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

### POSITION SUMMARY:

- Teacher will implement Head Start Standards as well as DOE- NJ Pre-K Content Standards. Teachers will provide intentional learning experiences to preschool children ages 3 and 4 years old. The teacher's responsibility is to develop their abilities and skills in order to get them ready to enter into kindergarten.

### RESPONSIBILITY AND DUTIES:

- Implement Head Start and Preschool Teaching and Learning aligned with New Jersey – Department of Education: Core Curriculum Content Standards.
- Plan and implement the Creative Curriculum in the preschool classroom with 15, three or four years old children and provide individualized classroom experiences that are developmentally, linguistically, culturally and age-appropriate for the children served.
- Responsible for children assessments including among others ESI-R, ASQ-SE and GOLD, to properly assess each child throughout the school year.
- Attends all required trainings and workshops to include but not limited to 15 hours of classroom focused professional development and methods that comply with applicable State and Local laws for identifying and reporting child abuse and neglect.
- Remains up-to-date on information that pertains to the needs of the children in the program including Head Start Performance Standards, child care licensing regulations and other applicable regulations and practices.
- Works as a team member with the other education staff, parents and Parent Committee members to develop a curriculum that is meaningful and meets the individual child, family and program needs.
- Responsible for the bi-weekly preparation of daily lesson plans, which includes objectives to be posted for parents, volunteers and visitors in the classroom.
- Develops an individual plan for each child to include goal setting based on identified needs and prescriptions for objectives and activities to meet established school readiness goals and child outcomes.
- Schedules home visits and parent-teacher conferences with families as required and one on one meetings as-needed and documents these events.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and provide suggestions, and opportunities for extended learning at home.
- Prepares and maintains a safe, healthy learning environment for children that is positive, developmentally appropriate and experientially-based.
- Provide sufficient and appropriate outdoor time daily for children (see Operations Manual for specifics). Dress in clothing which is appropriate for outdoor activities and all weather conditions.
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged during La Casa's sponsored events.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet business needs.

### EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- New Jersey Teacher Standard P – 3 Certificate; or Certificate of Eligibility P – 3; or Certificate of Eligibility with Advanced Standing; or Elementary school endorsement and demonstrate two full years of teaching experience in preschool setting after receiving the elementary endorsement; or Bachelor's Degree with enrollment in the Department of Education's provisional teachers program.
- Bi-lingual (English/Spanish/French/Creole/Portuguese).
- Candidate must possess excellent verbal and written communication skills and the ability to work and communicate with school team and families.
- Ideal candidate must have knowledge of relevant technology and be proficient in Microsoft Outlook, Word, PowerPoint and Excel.
- Interact professionally with other employees and participants.
- Candidate must attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Professional business attire is required.
- Candidate must be able to physically arrange the classroom furniture as well as organize, position and store away children cots. The candidate must also be able to talk to children at eye level.\*

*\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### SCHEDULE:

- Monday – Friday, 8:15am - 4:15 pm** (Schedule may vary according to meet Early Childhood Development needs)

### TO APPLY:

- Please email your resume with cover letter to: [Yshin@lacasanwk.org](mailto:Yshin@lacasanwk.org) Only candidates being considered for an interview will be contacted.
- Open Date:** September 28, 2018 **Closing Date:** December 30, 2018

**La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.**

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

