



POSITION ANNOUNCEMENT

Extended Day Staff

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a temporary Extended Day Staff member who will support the Center Director and Managing Director in assisting with the day-to-day administration and operations of the Early Childhood pillar. To be successful in this role, the Extended Day Staff should establish positive relationships with parents, creates an environment which fosters children engagement and participation, and is able to assist the Teachers to maintain a safe and healthy learning environment for the children. The Extended Day Staff member will serve as an integral member of the Early Childhood team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Participates actively in the implementation of the Preschool Teaching and Learning Standards as well as for the curriculum alignment with New Jersey – Department of Education:
- Play a part of the Implementation of detailed activities for individual, small and whole group of children according with their needs during the school year.
- Attends all required trainings and workshops 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 staff to provide healthy, safe, and enriched learning experience on before care and after care programs.
- Be a team player in providing high quality services and classroom management.
- Establishes a positive relationship with parents and creates an environment which foster's engagement and participation in their children's education and agency events.
- Assist Teachers in maintaining a safe and healthy learning environment for children that is positive, developmentally appropriate and evidence-based.
- Assist Teachers in providing children sufficient and appropriate outdoor daily time (see Operations Manual for specifics).
- Other duties may be assigned to meet business needs.

Educational, Required Skills and Experience Requirements:

- Minimum of a High School Diploma required.
- Bilingual in English and Spanish a plus.
- No Experience Needed (Training will be provided).

Physical Requirements:

- Must be able to carry a child up to 40 lbs.

**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.*

Compensation, Schedule, and Other Information:

- **Employment type:** Temporary
- **FLSA status:** Non-Exempt
- **SOC code:** 25-9049
- **Reports to:** Center Director and/or Managing Director
- **Schedule:** Monday – Friday; 7:30 am to 8:30 am and/or 3:00 pm to 5:15 pm
- **Compensation:** \$16.00 per hour
- **Fringe Benefits:** Employee assistance program and paid sick leave.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**Extended Day Staff**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.