



# WE'RE HIRING!

## Lead Preschool Teacher (10-month position)

Please submit cover letter and resume to [jrao@millhillcenter.org](mailto:jrao@millhillcenter.org)

### About us

Millhill Child and Family Development is a 501(c)(3) non-profit organization dedicated to helping families in Greater Trenton through educational, counseling, family support, and youth engagement programs and community collaborations for over 50 years.

Millhill's preschool offers high quality, child-centered early education, accredited by the National Association for the Education of Young Children (NAEYC), with a 4-Star Rating from Grow NJ. In addition, our classrooms use The Creative Curriculum, a research-based curriculum approved by the State of NJ's Division of Early Childhood Education. Millhill's preschool is free to ensure high quality early childhood education is accessible to all children in Trenton, irrespective of their socio-economic conditions.

### Position Summary

The lead teacher is responsible for the overall supervision and education of a group of fifteen (15) children, ages 3-5 years old, in a state-contracted preschool classroom under the direction of Millhill Child and Family Development in partnership with the Trenton Board of Education.

### Essential Responsibilities

- Oversee and ensure the children's safety and well-being at all times; treat each child, co-worker and parent with dignity and respect
- Establish and maintain a clean, safe, and caring classroom environment equipped with age-appropriate learning materials aligned with The Creative Curriculum
- Develop lesson plans in collaboration with the Teacher Assistant; assume an equal amount of classroom housekeeping responsibilities
- Assess and document each child's development; prepare quarterly parent conference forms
- Arrange the classroom in accordance with Creative Curriculum principles – display all necessary planning boards and charts
- Maintain a clean, orderly, and organized classroom, storage closets, and bathroom at all times.
- Develop and implement activities that meet the individual and group needs of children
- Create a classroom environment that represents the group's cultural diversity
- Be ECERS or ECERS-3 knowledgeable

These duties are not inclusive. Other duties as are necessary to facilitate smooth functions of the agency may be assigned.

### Salary commensurate with experience.

Employment is "At Will." Millhill Child and Family Development is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

### Qualifications

- Bachelor's Degree or higher
- NJ State Pre-K through 3rd grade (P-3) Standard Teaching Certificate
- Must be at least 21 years of age or older and meet all State of NJ Licensing requirements
- Must have the ability to work well with parents and other staff members
- Excellent oral and written skills with competency in email communications; familiarity with Google classroom or other online teaching platforms a plus
- Bilingual in Spanish a plus

### Additional Requirements

- Must be fully vaccinated no later than October 18, 2021
- New Employee Orientation, Prevention of Child Abuse and Harassment Training, CPR and AED certification must be completed within 20 days of employment.
- Drug screening and Fingerprinting must be completed before employment

### Benefits include:

- Holiday pay, including a week-long paid Spring and Winter Holiday ; Paid time off
- Paid training for CPR, First Aid; Tuition Reimbursement
- Medical, dental, vision and life insurance benefits; 403B plan with employer match