



## Child Development Center Lead Teacher

**Location:**  
Ewing, NJ

**Position Type/Classification:**  
Full-Time/Exempt

**Reporting to:**  
Child Development Center Director

**Compensation:**  
\$48,000-\$53,000/year

### **Summary/Objective:**

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

HomeFront is seeking a Lead Teacher in our Atkinson Child Development Center, located at the HomeFront Family Campus, to support young children and families experiencing homelessness and the effects of living in poverty. The Atkinson Child Development Center is an important part of HomeFront's Family Campus, our innovative model designed to be a haven of healing and hope. The Family Campus offers a wide array of services for families experiencing homelessness and the effects of poverty including shelter for families experiencing homelessness, on-site childcare, career support, vocational opportunities and job training, educational support for adults and children, physical and mental health and wellness partners, therapeutic art programming, specialized support for children, and much more. The Family Campus is designed to offer these solutions to the barriers facing HomeFront families, lessen the immediate pain of homelessness, and help break the cycle of poverty.

Within the Family Campus model, the Atkinson Child Development Center exists to provide quality, affordable childcare for children ages 0-5 residing at the Campus or participating in other HomeFront programs. The Lead Teacher in Atkinson provides developmentally appropriate, trauma informed care for our youngest children, and guidance and support for assistant teachers. The Lead Teacher embodies HomeFront's mission and ensures that HomeFront's core values are embedded in the children's experience in Atkinson.

### **Requirements**

- Minimum AA in Early Childhood Education (ECE)
- **Strongly prefer** a BA in ECE **or** BA in related field with at least 9 credits of relevant coursework, CDA or P-3.
- Head Teacher endorsement from the New Jersey Registry of Child Professional through NJCCIS.
- Minimum of three years' experience in an equivalent position working with infants and young toddlers or preschool age children.

- A solid working knowledge of all ages of development including infants, toddlers, and preschool.
- Proficient understanding and experience with trauma informed care and early social emotional development
- Infant/Child/Adult CPR and First Aid Certification
- Valid Driver's License
- Meet all standards for hire in background checks as required by New Jersey State Licensing and Homefront, Inc.

### **Essential Job Functions**

- Create a warm and welcoming environment for all children, staffs, and families.
- Collaborate with other teachers and assistant teachers to create weekly plans and deliver age-appropriate curricular plans that nurtures and stimulates all domains of each child's development utilizing age appropriate and best practices
- Assist in the arrangement of each classroom environment in accordance with program goals and philosophy
- Responsible for all aspects of care and education for all enrolled children
- Establish professional rapport with families to provide quality care and education
- Ensures child safety in classroom, playground, in common areas and events
- Assist children with activities with daily routines
- Maintains observation and evaluation of children's development and progress as directed by administration
- Conduct standardized developmental assessments in partnership with the families and assistant teacher.
- Share and discuss with families to children's developmental progress, needs and interests
- Plan family engagement activities and parent education opportunities
- Collaborate and support families to ensure a smooth transition from Home to Center and exit plans for childcare upon leaving Atkinson.
- Supervises Group and Assistant teachers and volunteers, providing training and scheduling to always maintain appropriate staff/child ratios
- Ensures provider lists are updated weekly and posted in classrooms
- Schedules monthly fire drills and lockdown drills
- Encourages and fosters an inviting, warm and nurturing learning environment
- Informs Leaders and Director of concerns regarding children
- Completes required 20-hours of training on a yearly basis
- Maintains portfolio for each child
- Completes daily sheets pertaining to eating, sleeping, diapering and activities for each child and updates parents daily
- Always maintain a professional self-image and project the values of the organization.
- Maintains open communication with assistant teacher regarding children's care and classroom management
- Provide a developmentally appropriate, orderly, and clean classroom environment that reflects children's learning and growth incorporating pleasant appearance and décor

- Treat each child with dignity and respect according his/her cultural background and life experiences.
- Encourage children's development of self-confidence, problem solving, and responsibility for their actions.
- Support and mentor Assistant teachers and volunteers
- Keeps the director informed of relevant progress and concerns with services to children and their families.

### **Job Competencies**

- Excellent verbal and written communication
- Leadership and supervisory skills
- Nurturing and Caring approach to children
- Interpersonal Skills
- Conflict Resolution
- Intuitiveness and Initiative
- Ethical Conduct
- Team Player
- Patience and perseverance
- Strong Work Ethic
- Time Management and Flexibility

### **Technical Skills**

- Knowledge of Grow New Jersey Kids standards and/or NAEYC standards of Excellent
- Knowledge of Creative Curriculum and/or other researched based and approved curriculum
- Proficient in Microsoft Office

### **Physical Demands and Work Environment**

- Ability to lift to 40 lbs.
- Ability to kneel, stoop, bend, lift, push, pull, stand, and sit on the floor for long periods of time
- Close vision, distance vision, depth perception and ability to adjust focus
- Exposed to weather conditions prevalent at the time

### **Travel**

Local travel may be required

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed as needed.

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