



Child Development Center Head Teacher

Location:

Ewing, NJ

Position Type/Classification:

Full-Time / Exempt

Reporting To:

Child Development Director

Compensation/Salary Range:

\$48,000 - \$53,000/year

Organization Overview

HomeFront's mission 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 work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help families advocate for themselves individually and collectively.

Job Summary/Objective

HomeFront is seeking a Head Teacher at 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 Head Teacher at Atkinson provides developmentally appropriate, trauma informed care for our youngest children, and guidance and support for group and assistant teachers. The Head Teacher embodies HomeFront's mission and ensures that HomeFront's core values are embedded in the children's experience in Atkinson.

Essential Job Functions/Responsibilities:

- Provide comprehensive care and education through appropriate curriculum, daily routines, and activities that support all areas of child development.
- Provide trauma-informed care that promotes children's and parents' confidence and independence.

- Plan family engagement and education initiatives to transition into the Center and upon leaving Atkinson.
- Maintain and share external special services resources and collaborate with Director for referrals.
- Maintain a welcoming and orderly learning environment that supports program goals and children's growth.
- Ensure children's safety throughout all activities and support required emergency preparedness activities, including monthly fire and lockdown drills.
- Collaborate with teachers to develop weekly, age-appropriate curriculum plans using established best practices.
- Evaluate, document, and respond to children's developmental needs through observation, assessments, portfolios, and required daily records.
- Build professional, collaborative relationships with families through regular communication about child's care and growth.
- Lead and develop teachers and volunteers, maintaining open communication regarding children's care and classroom management.
- Maintain staff-to-child ratios as required by licensing.
- Collaborate with leaders on children's progress and family-service needs and attend parent conferences as required.
- Complete required hours of annual training

Required Experience and Education

- Master's or Bachelor's degree in Education, Child Development, Psychology, or a related field
- Required college credits in early childhood education or child development (per NJ NJ DCF Office of Licensing); and
- Required experience working in a group program with children under six
- Head Teacher endorsement from the New Jersey Registry of Child Professional through NJCCIS (alternative to education requirements).
- 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 (or willingness to obtain within 60 days of hire)
- Valid Driver's License
- Meet all standards for hire in background checks as required by New Jersey State Licensing and Homefront, Inc.

Preferred Experience and Education

- Strongly prefer an MA in ECE OR in related field with at least 9 credits of relevant coursework, CDA or P-3.
- Knowledge of Grow New Jersey Kids standards and/or NAEYC standards of Excellence Knowledge of Creative Curriculum and/or other researched based and approved curriculum
- Proficient in Microsoft Office

Schedule

- Monday through Friday 9am to 5pm

Physical Demands

- 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

Remote Work Eligibility

- Due the nature of the role it is considered on-site essential

Disclaimer

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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