

Early Head Start Lead-Teacher

Full-Time

Be a part of something greater

HomeFront is seeking a dedicated and compassionate Head Teacher for our newly licensed facility at the Home Front Family Campus in Ewing Township, New Jersey. The HomeFront Family Campus is a safe, secure emergency residence and state of the art, one-stop, social service campus providing care for homeless and vulnerable children and their families. With the tools and resources available all in one spot, HomeFront removes obstacles that could otherwise block a family's path to success.

Essential Job Functions:

- Ensure all basic needs of children in center are met
- Develop a trusting relationship with families of children enrolled
 - Communicate daily with parents about their child's day, needs or concerns
 - Conduct parent/teacher conferences and home visits to share information about all areas of development and set goals for their children
- Develop and foster a community of care for the children with other caregivers in the center
- Plan and implement physical, cognitive and social/emotional development, health and safety, nutrition, and culture into indoor/outdoor environments and children's weekly and daily plans in accordance with Head Start Performance Standards
- Develop and deliver an age-appropriate curriculum to meet children's developmental milestones
- Ensure all developmental and health/sensory screenings are complete within 45 days of enrollment.
- Timely processing of referrals as needed
- Feed, dress and diaper children as needed
- Use appropriate observation, ongoing assessment and tracking to build children's developmental portfolio and ensure positive child outcomes
- Document observation of children
 - Maintain photos, audio & video samples, and child's work
 - Utilize observations for planning and communicating concerns
- Classroom Leadership
 - Ensuring all staff in your room are aware of any special needs and following through on plans and observations
 - Maintaining up-to-date substitute information with each child's daily schedule, likes, dislikes, and special routines
 - Keeping track of supplies and maintenance needs.
- Maintaining classroom cleanliness and sanitation guidelines practiced at the center
- Providing developmentally appropriate discipline and guidance
- Attend staff meetings and trainings
- Work closely with Center Director to ensure Center meets all licensing requirements
- Supervision and scheduling of teaching staff and volunteers

Competencies

- Interpersonal Skills
- Effective oral and written communication skills
- Conflict Resolution
- Ethical Conduct

- Ability to build strong client/family partnerships
- Team Player

Job Requirements

- Bachelor's degree in Education, Psychology, or other related field to Child Growth and Development or Teaching Certificate from Department of Education in Elementary Education, Nursery School, P-3, or Teacher of the Handicapped or
- Bachelors Degree in any field and nine credits in early childhood education and three years experience or six credits and four years of experience in early childhood education or
- Teaching Certification from Department of Education and nine credits and three years experience or six credits and four years experience or
- Montesorri Education equivalent to Bachelor's Degree and two years of experience or
- Head Teacher endorsement from the New Jersey Registry for Childhood Professionals, Professional Impact New Jersey
- Infant/Child CPR and First Aid
- Basic Computer skills
- Valid Driver's License

Physical Demands and Work Environment

- Ability to lift up to 30 lbs
- Ability to kneel, stoop, bend, stand and sit for long periods of time
- Close vision, distance vision, depth perception and ability to adjust focus
- Exposed to weather conditions prevalent at the time

HomeFront is an Equal Employment Opportunity/Affirmative Action Employer