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
  o Communicate daily with parents about their child’s day, needs or concerns
  o 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
  o Maintain photos, audio & video samples, and child’s work
  o Utilize observations for planning and communicating concerns
• Classroom Leadership
  o Ensuring all staff in your room are aware of any special needs and following through on plans and observations
  o Maintaining up-to-date substitute information with each child’s daily schedule, likes, dislikes, and special routines
  o 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
• Montessori 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