



POSITION ANNOUNCEMENT

Early Head Start (EHS) Instructor

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasadedonpedro.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a full-time EHS Instructor who will support the Center Director and Head Start Director in assisting with the day-to-day administration and operations of the Early Childhood pillar. To be successful in this role, the EHS Instructor should be able to take primary lead for four infants/toddlers in the classroom, implement and evaluate daily classroom activities, and conduct development screenings and assessments. The EHS Instructor will serve as an integral member of the Early Childhood team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Assist the co-teacher and parents in maintaining a safe and healthy environment.
- Take the primary lead for 4-8 infants/toddlers in the classroom.
- Assist co-teacher in preparing, implementing, and evaluating daily classroom activities.
- Participate in the planning and implementation of lesson plans using Creative Curriculum
- Input child information in Teaching Strategies GOLD using an assigned technology.
- Conduct developmental screenings and assessments.
- Contribute in the children assessment (ASQ - 3 and ASQ - SE) throughout the year.
- Participate in Home Visits and Parent Teacher Conferences.
- Participate in the IFSP meetings as required to ensure consistency in services to children with disabilities.
- Assist co-teacher in ensuring that children are engaged in age-appropriate activities and consistently supervised.
- Take responsibility for the children when the co-teacher is not present and a substitute is present.
- Assist co-teacher and parents in providing for children's daily needs and routines.
- Assist the co-teacher in ensuring all children are signed in and out by the parent on a daily basis utilizing the escort sheet and attendance record.
- Share the responsibility of maintaining orderliness and cleanliness in the classroom to include but not limited to janitorial duties such as: sterilization of toys, sweeping and mopping of floors in bathroom and classrooms, cleaning and sterilizing of toilet and sinks daily.
- Assist with daily personal hygiene of the children such as diapering, feeding, tooth brushing, toileting, hand-washing, and resting.
- Share the responsibility of providing appropriate care for children with disabilities.

- Encourage parents to attend monthly meetings, workshops and trainings.
- Provide input to co-teacher for Parent/Teacher Conferences, Staffing meetings and Monthly Individual Child Goal tracking.
- Maintain positive communication with parents, staff and community members.
- Remains up-to-date on information that pertains to the needs of the children in the program including Head Start Performance Standards, childcare licensing regulations and other applicable regulations and practices.
- Administers and observes the organizations office operations, policies and procedures.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet organization's needs.

Educational, Required Skills and Experience Requirements:

- Child Development Associate (CDA) Certificate in Infants & Toddlers.
- Minimum High School Diploma required.
- Must be Bilingual in both English and Spanish.
- No Experience Needed (Training will be provided).

Physical Requirements:

- Must be able to carry a child up to 40 lbs.
- Minimum physical demand, as is an office related position.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-Time
- **FLSA status:** Non-Exempt
- **SOC code:** 25-3090
- **Reports to:** Center Director and/or Head Start Director
- **Schedule:** Monday – Friday; 8:00am – 4:00pm
- **Compensation:** \$18.58 per hour
- **Fringe Benefits:** Health, employee assistance program, Teladoc, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasadedonpedro.org with “**EHS Instructor**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to a person's race, color, religion, sex (including pregnancy, childbirth, or related conditions, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. We encourage candidates from historically underrepresented backgrounds to apply.