POSITION ANNOUNCEMENT

Pre-K Teacher

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.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seek Pre-K Teachers who will support the Center Director and Managing Director of the Early Childhood pillar in assisting with the day-to-day administration and operation of the pillar. To be successful in this role, the Pre-K Teacher should be enthusiastic to work in a classroom with 15 children (ages 3-4 years old) who will provide individualized classroom experiences that are developmentally, linguistically, culturally, and age-appropriate for the children, is responsible for children assessments throughout the school year, and will implement preschool teaching and learning aligned with the New Jersey Department of Education's Core Curriculum Content Standards. The Pre-K Teacher 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:

- Implement Preschool Teaching and Learning aligned with New Jersey – Department of Education: Core Curriculum Content Standards.
- Plan and implement the Creative Curriculum in the preschool classroom with 15 children (ages 3-4 years old) and provide individualized classroom experiences that are developmentally, linguistically, culturally and age-appropriate for the children served.
- Responsible for children assessments including among others ESI-R, ASQ-SE and GOLD, to properly assess each child throughout the school year.
- Attend all required training and workshops to include but not limited to 15 hours of classroom focused professional development and methods that comply with applicable State and local laws for identifying and reporting child abuse and neglect.
- Remain up-to-date on information that pertains to the needs of the children in the program including Newark Public Schools Performance Standards, child care licensing regulations and other applicable regulations and practices.
- Work as a team member with the other education staff, parents and Parent Committee members to develop a curriculum that is meaningful and meets the individual child, family and program needs.
- Responsible for the bi- weekly preparation of daily lesson plans, which includes objectives to be posted for parents, volunteers and visitors in the classroom.

- Develop an individual plan for each child to include goal setting based on identified needs and prescriptions for objectives and activities to meet established school readiness goals and child outcomes.
- Schedule home visits and parent-teacher conferences with families as required and one on one meetings as-needed and documents these events.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and provide suggestions, and opportunities for extended learning at home.
- Prepare and maintains a safe, healthy learning environment for children that is positive, developmentally appropriate and experientially-based.
- Provide sufficient and appropriate outdoor time daily for children (see Operations Manual for specifics).
- Dress in clothing which is appropriate for outdoor activities and all weather conditions.
- Administer 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 business needs.

Educational, Required Skills and Experience Requirements:
- Bachelor's or Master's Degree in Early Childhood Education.
- NJ State Teacher Certification for Preschool.
- Experience with children ages 2-5 years old.
- Minimum one year of work experience.

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:** Exempt
- **SOC code:** 25-2011
- **Reports to:** Center Director and/or Managing Director
- **Schedule:** Monday – Friday; 8:15am – 4:15pm
- **Compensation:** Salary range for this position is $65,472 – $67,472 and is commensurate with experience.
- **Fringe Benefits:** Health, employee assistance program, 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@lacasanwk.org** with **"Pre-K Teacher"** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.