Program: Early Childhood Education
Position/Title: Teacher
Location: 504 Central Avenue, Newark, NJ
Hours: 8:30am - 3:30pm
Salary: $52,000 - $90,000 (commensurate with experience)
Reports To: Director of Early Childhood Education
Position Posted: Until filled

Basic Functions: The Lead Teacher reports directly to the Child Development Director. The Head/Lead Teacher is responsible for the implementation of the New Jersey State Department of Education Preschool Teaching and Learning Expectation Standards of Quality and classroom curriculum. In addition, he/she must be willing to fulfill his/her responsibilities in accordance with both the philosophy for the Urban League of Essex County, the Child Development Center and Newark Public Schools and/or the Department of Human Services.

Responsibilities:
- Create an environment of learning that is conducive to every child while reinforcing ECER-S and Creative Curriculum.
- Prepare and implement on a daily/ weekly/ monthly basis lesson plans and teacher assistant plans required by Creative Curriculum and utilizing the New Jersey State Department of Education Preschool Teaching and Learning Expectation Standards of Quality appropriately.
- Mandatory attendance and active participation in all appropriate meetings: Parent Teacher, Agency, Lead Teacher, Subcommittee, Preschool and Parent Informational meetings hosted by the Family Worker when scheduled.
- Perform consecutive assessments and keeping running documentation (anecdotal notes, work samples and other significant recordings) of each student learning, which include ESI.K Early Screening Inventory within the first 45 days of school, the New Jersey Early Learning Assessment System (ELAS) and the Creative Curriculum Developmental Continuum.
- Research, participate, and making sure your students permission slips are signed for field trips that are deemed developmentally appropriate.
- Supervise classroom staff, students and activities while also assisting in daily consecutive tasks such as following the daily schedule, “Family Style” dining at mealtimes, cot preparation and following proper cleaning procedures for items in the classroom.
- Prepare a substitute package which should include up to date lesson plans, class list, allergy list, room floor plan, cot floor plan, monthly calendar, and a daily schedule.
- Keep an open line of communication with the families while informing them of lessons, in class activities, field trips and daily handouts placed in each student’s mailbox or cubbies.
- Perform and accepts duties as assigned by the Head Teacher and Child Development Director.
- Conduct biweekly lead teacher meetings, keeps track of the minutes to be distributed to the teacher’s assistants and Child Development Director and is
the master/mistress of ceremonies during monthly programs. Each lead teacher will have the head teacher responsibilities for a 3-month span.

Qualifications:
- A Bachelor’s degree in Early Childhood or a related field.
- One of the following New Jersey State Teaching Certificates in Early Childhood Education: Certificate of Eligibility, Certificate of Eligibility with Advanced Standing, Standard Certificate.
- At least two years teaching experience, urban settings preferred.
- A physical and Mantoux testing and results.

Equal Opportunity Statement: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

How To Apply: E-mail resume/CV and cover letter to careers@ulec.org
In the subject line, write: TEACHER