



**TITLE:** Teacher, Abbott PK

**CLASSIFICATION:** Exempt

**PROGRAM:** Early Childhood

**DEPARTMENT:** Education

**EMPLOYMENT STATUS:** Full time/Schedule varies based on program needs.

**LOCATION:** Plainfield, NJ

**REPORTS TO:** Education/Site Supervisor

**SALARY RANGE:** TBD

**ESSENTIAL FUNCTIONS:**

- Work daily as a classroom Pre-K Teacher developing weekly lesson plans and other activities with input from Education team and supervising children in a safe, positive and developmentally appropriate environment.
- Demonstrate a thorough understanding of the designated curriculum through proper daily implementation with developmentally appropriate conversations, behaviors and guidance strategies and ability to model for teaching staff, children, parents, community volunteers and interns.
- Demonstrate the ability to supervise and support the teaching team.
- Log daily child attendance and meal counts and submit monthly to designated content area Supervisors/Specialists.
- Conduct developmental screenings, parent conferences and ongoing assessments within the required time frames.
- Maintain anecdotal notes, as well as developmental and numerical data records on each child, with written and verbal input from other teaching staff in child's record and data entry software.
- Participation in Teacher meetings, Professional Learning Communities and Professional Development as required by designated program.
- Actively participate in special community events and agency-wide initiatives including development events and activities.
- Perform any other duties as assigned in support of agency and program needs and operations.

**MINIMUM REQUIREMENTS:** (Must be fully met in order to qualify for position)

- Bachelors in Early Childhood Education or related field and 1 year experience in a Pre-K setting or equivalent experience working with children and working with a team.
- State Funded Pre-K: must have license to teach in the State of NJ with a Preschool through Third Grade or Nursery through Eighth Grade Certification or Certificate of Eligibility/Certificate of Eligibility with Advanced Standing.
- Proficient computer skills, including data base systems, and access to email and internet.
- Ability to speak, read, write, comprehend, process, interpret follow and carry out instructions spoken in the English language and written in a variety of documents and reference relevant to the job.

**ADDITIONAL PREFERRED QUALIFICATIONS:** (Optional, used to determine best match in candidates)

- Masters in Early Childhood Education or related field and experience with Head Start, Abbott Program and NAEYC standards with knowledge of designated curriculum.

Submit resume to [hr@hopes.org](mailto:hr@hopes.org)

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