



**IRONBOUND COMMUNITY CORPORATION**  
Job Description Form

|               |                                      |        |                                |
|---------------|--------------------------------------|--------|--------------------------------|
| Program Name: | Early Learning Center – HS/Preschool |        |                                |
| Job Location: | 1 New York Ave. Newark, NJ 07015     |        |                                |
| Job Title:    | Teacher                              |        |                                |
| Reports to:   | Grace Blanco                         | Title: | Early Learning Center Director |

|                   |  |   |                 |
|-------------------|--|---|-----------------|
| Hours: 33.75 p/wk | FLSA Status<br><input type="checkbox"/> Exempt<br><input type="checkbox"/> Nonexempt | Type of position:<br><input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor<br><input type="checkbox"/> Part-time <input type="checkbox"/> Intern | Other comments: |
|-------------------|--|---|-----------------|

**JOB DUTIES**

The Ironbound Community Corporation (ICC) is a 45-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives

- Carry out classroom routine
- Implement curriculum guide lines
- Assess children needs and progress.

**ROLES AND RESPONSIBILITIES**

- Understand and apply theories of child growth, development and learning in the planning of developmentally appropriate experiences for children
- Familiar with Teaching Strategies GOLD assessment and understand the implementation of the assessment process for children in the program, and apply finds to differentiate instruction
- Familiar with Creative Curriculum
- Plan and implement curriculum to ensure developmentally appropriate activities that nurture the whole child, based on individual need and abilities
- Enhance problem solving, skill development and integrated content knowledge in math, social studies, science, the arts, and other domains of learning
- Implement methods for enhancing language development in the home language, as well as English
- Promote social competence and healthy emotional development by talking to children at eye-level using a soft tone of voice
- Apply positive guidance techniques towards discipline
- Recognize the importance of play in children’s growth and development, and understand that children develop skills and abilities through this natural medium of play
- Meet each child’s needs while carrying out daily routines
- Design the learning environment and keep it clean and organized
- Maintain individual and classroom portfolios by filing work samples and other materials and entries as directed
- Maintain confidentiality for individual children and families
- Respect diversity, appreciate the culture of each child, and establish partnerships with family members actively and meaningfully
- Establish effective oral and written communication with families and share information

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| Job Title:  | Teacher  |        |                                |
| Reports to:   | Grace Blanco   | Title: | Early Learning Center Director |
|   | <ul style="list-style-type: none"> <li>• Recognize subtle signs of physical, emotional and sexual abuse and neglect, and report suspected cases</li> <li>• Model collaborative behavior and teamwork and follows NAEYC code of conduct</li> <li>• Ensures that hygiene habits are implemented and maintained such as wash hands, clean table etc.</li> <li>• supervise children at sight and sound at all times</li> <li>• Attend appropriate activities such as staff meetings, and participate in recommended training programs, conferences, courses, and other aspects of professional growth</li> <li>• Prepare and submit lesson plans, reports, inventories, educational material lists and other required paperwork on time</li> <li>• Performance according to NAEYC and District’</li> <li>• Maintain good attendance and punctuality</li> <li>• Maintain the highest standards of personal cleanliness, and present a neat and professional appearance at all times</li> <li>• Maintain a professional attitude and loyalty to the Organization at all times</li> <li>• Follow instructions as given by the director</li> </ul> |        |                                |
| <b>JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS</b> |  |        |                                |
|   | <ul style="list-style-type: none"> <li>• Must hold a Certificate of Eligibility or a P-3 certification</li> <li>• Must have state CARI check and finger print completed</li> <li>• Ability to relate, with sensitivity, to parents/guardians and preschool children</li> <li>• Certified in first aid and CPR</li> </ul> <p><b>ICC is an Equal Opportunity Employer</b> and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.</p> <p>If interested, please send a resume and cover letter to <a href="mailto:hr@ironboundcc.org">hr@ironboundcc.org</a> with the subject line “Teacher”</p>   |        |                                |