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
☐ Exempt
[ ] Nonexempt

FLSA Status
Type of position:
☐ Exempt
[ ] Full-time ☐ Consultant/Contractor
☐ Part-time ☐ 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
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

- Recognize subtle signs of physical, emotional and sexual abuse and neglect, and report suspected cases
- Model collaborative behavior and teamwork and follows NAEYC code of conduct
- Ensures that hygiene habits are implemented and maintained such as wash hands, clean table etc.
- Supervise children at sight and sound at all times
- Attend appropriate activities such as staff meetings, and participate in recommended training programs, conferences, courses, and other aspects of professional growth
- Prepare and submit lesson plans, reports, inventories, educational material lists and other required paperwork on time
- Performance according to NAEYC and District’s
- Maintain good attendance and punctuality
- Maintain the highest standards of personal cleanliness, and present a neat and professional appearance at all times
- Maintain a professional attitude and loyalty to the Organization at all times
- Follow instructions as given by the director

**JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- Must hold a Certificate of Eligibility or a P-3 certification
- Must have state CARI check and fingerprint completed
- Ability to relate, with sensitivity, to parents/guardians and preschool children
- Certified in first aid and CPR

**ICC is an Equal Opportunity Employer** 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.

If interested, please send a resume and cover letter to hiring@ironboundcc.org with the subject line “Teacher”