Full job description

Location:

306 Union Ave, Rutherford, NJ 07070

Company:

Kiddie Academy of Rutherford (East Rutherford UPK - Private Provider)

School District:

East Rutherford Township Public School District

Job description:

REPORTS TO:

Kiddie Academy Center Director

ESSENTIAL FUNCTION:

To provide an approved early childhood education program for East Rutherford Township Public School District and establish a class environment that fosters learning and personal growth; to help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members. The teacher must be able to move about the classroom while conducting daily lessons.

EVALUATION:

Evaluated annually in writing by the Kiddie Academy Director.

PERFORMANCE RESPONSIBILITIES:

- Works to enhance the educational experiences of young children through the creation of a supportive learning environment and the use of developmentally appropriate materials and practices.
- Promotes active learning using structured and unstructured activities that foster the social, physical, cognitive, and emotional development of young pupils.
- Implements the approved curriculum and uses appropriate learning activities designed to foster learning at each child's developmental level. Works to achieve district educational goals and objectives and state core curriculum Content standards.

- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil. Balances teacher-directed and child-initiated experiences.
- Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
- Observes children in a variety of settings and evaluates the cognitive, social, Emotional and physical skills of pupils and maintains records of progress toward stated objectives of instruction.
- Develops and uses age-appropriate assessment tools and maintains records of pupil's development and educational progress in class record books and/or approved forms and summarizes these marks for reporting purposes.
- Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
- Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
- Budgets class time effectively.
- Communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress
- Assists in facilitating smooth transitions from preschool, kindergarten, and early primary grades programs and from the school day to after-school child care programs.
- Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
- Participates in school-level planning, faculty meetings/committees and other school system groups.
- Makes effective use of community resources to enhance the instructional program.
- Upholds and enforces school rules, administrative regulations and board policy.
- Performs other duties as may be assigned by the immediate supervisor, the center director or his designee.
- Will be an employee of a private provider

COMPENSATION

- Starting at $60,000 per year
- This position is for the up coming school year 2026-2027

QUALIFICATIONS:

- Bachelor's degree in: Early Childhood Education (preferred), OR Elementary Education, Child Development, Psychology, or related field
- Experience working with young children (Pre-K preferred)
- Valid New Jersey Instructional Certificate and Teacher of Preschool through Grade 3 Endorsement or Eligibility
- Demonstrates knowledge of effective early childhood teaching methods and developmentally appropriate classroom activities
- Demonstrates knowledge of the Creative curriculum or other UPK programs (good to have)
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Such other qualifications as the director may find appropriate and acceptable
- Bilingual - a plus!
- Will follow East Rutherford NJ district calendar and pre school curriculum

AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER

BENEFITS

- Health, Dental, Vision benefits (employee co-pay)
- Competitive Pay
- Computer
- Direct Deposit
- Employee Discounts
- Paid Holidays
- Paid Time Off (PTO)

- Parking Privileges
- Monday - Friday Work Week
- Smoke-free Work Environment

Job Type: Full-time

License/Certification:

- P-3 Certification (Preschool through Grade 3) - NJ (Required)

Ability to Commute:

- Rutherford, NJ 07070 (Required)

Work Location: In person

Job Type: Full-time

Pay: From $60,000.00 per year

Benefits:

- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Referral program
- Vision insurance

License/Certification:

- P-3 Certification (Preschool through Grade 3) - NJ (Required)

Ability to Commute:

- Rutherford, NJ 07070 (Required)

Work Location: In person