



EMPLOYMENT OPPORTUNITY

NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

TEACHER/FAMILY SUPPORT SPECIALIST

9964 – 0611 OC

**SALARY GRADE /
RANGE:**

Range: 43.00 \$14.39 - \$15.89 Per Hour

EMPLOYMENT

CONTINUOUS POSTING

APPLICATION SUBMITTAL INSTRUCTIONS:

Application and Supplemental Questionnaire must be fully completed (per instructions), signed and dated when submitted. Submit copy of official transcripts documenting appropriate degree and/or Basic Family Services Assistant certification (if applicable) with your application packet to receive consideration.

Applications and job announcements may be obtained at the above address; 841 South 41st Street, San Diego, CA 92113; or you may refer to www.neighborhoodhouse.org.

NOTE: 1 - Only properly completed and submitted application packets will be considered; 2 - Applications of candidates who do not meet the stated position requirements will not be considered.

JOB DUTIES and RESPONSIBILITIES:

Under the supervision of the Area Director or designee: develops and maintains a safe and pleasing environment for the children; screens and assesses each child; identifies and refers children with special needs; ensures that childcare routines are carried out in a manner that is prompt, hygienic, and consistent with good child development principles including routines related to bathroom use, hand washing, tooth brushing, eating and transitioning between activities; ensures the safety of the children; supervises outdoor play environment and field trips; checks daily environmental safety and select activities to be utilized for the individual development of the children; provides emotional support and encourages high self-esteem in the children and parents; maintains written documentation on each child in compliance with requirements for confidentiality; prepares monthly reports on attendance, excused absences, daily sign in/out sheets, in-kind, CCFP meal count, fluoride tracking, health and safety checklist, milestones, child observation, etc.; completes forms such as Home Visit, Parent/Teacher Conferences, Classroom/Center Meetings, training reports and agendas, Ouch Reports, field trip requests, lunch requests, and field trip permission slips; conducts home visits and parent/teacher conferences; participates in cross-component tasks where teacher roles are assigned; distributes information and literature to parents regarding program services, including health, social services, and other services; assists with and participates in the attendance of medical and dental examination appointments; conducts educational, social, emotional, health, nutrition and mental health screenings of enrolled children; documents activities; maintains complete and current files and records pertaining to activities; prepares regular and special status reports; performs data entry into PROMIS data tracking system; ensures that the needs of the family are met; assists in planning for transition of children to kindergarten; facilitates preparation of food for meal time; establishes and maintains positive relationships with parents and involves parents in the planning and implementation of daily program activities; participates in recommended training programs, conferences, courses and other aspects of professional growth; performs other related duties as assigned.

QUALIFICATIONS:

Education, Experience & Training: Associate's Degree or higher in CD/ECE/social services; or Basic Family Services Assistant credential/certificate is required; must possess at least six (6) units of CD/ECE, plus at least two (2) years of experience providing direct services to low-income children and families of diverse cultural backgrounds; **OR An Equivalent Combination Of Education, Training & Experience.**

QUALIFICATIONS (continued):

Knowledge of: Appropriate child development theories and practices; effective oral and written communication skills; computers and related software programs; federal, state and local laws and regulations applicable to the Head Start program and the assigned areas of responsibility and expertise; Head Start Performance Standards; goals, objectives, policies and procedures of the NHA Head Start program

Ability to: Develop and implement effective lesson plans; design appropriate instructional strategies to meet the developmental needs of pre-school children; demonstrate skills in classroom observation; create and maintain a safe learning environment for children and others; supervise others and to work effectively with parents, family, and community.

Licenses & Certificates:

A Valid California Driver's License. Incumbent is required to have certifications in CPR, pediatric first aid, group emergency and a finger print clearance recorded with the State Department of Social Services (DSS). Must attach official transcript to be considered

PHYSICAL & MENTAL DEMANDS:

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate a computer, objects, tools or controls and reach with hands and arms, taste or smell. The employee is occasionally required to climb, stoop, kneel, or crouch. The employee is frequently required to talk or hear. The employee may be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus to view documents. Employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and establish and maintain effective working relationships with Agency staff and others encountered in the course of work.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract.

Please note that offers of employment are only valid if they are made by the Human Resources Department

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

SUPPLEMENTAL QUESTIONNAIRE (page 1 of 2)

TEACHER/FAMILY SUPPORT SPECIALIST

IMPORTANT INFORMATION & INSTRUCTIONS

Every applicant is required to ***complete, sign and submit*** this supplemental questionnaire. Please read each question carefully and provide clear and complete responses that accurately detail your education and relevant work experience. The information you provide on the general application and supplemental questionnaire will be used to evaluate your overall qualifications for the position and to determine your eligibility to further compete in the selection and testing process. Vague responses may disqualify your application, or reduce the credit given for your qualifications. Successful, candidates may be invited to participate in other segments of the selection process.

***The employers and dates of employment that you list on this supplemental questionnaire MUST match employers and dates provided in the work experience section of this employment application.** Failure to provide matching employer, and dates of employment will result in your application be tagged as “not qualified” for this recruitment

Both the application form and the supplemental questionnaire must be typed or legibly completed. Referral to a resume in lieu of a response on the application and/or supplemental questionnaire will not be acceptable. Illegible or incomplete responses may disqualify your application, or reduce the credit given for your qualifications.

- 1. Tell us why you have decided to apply for this position and why you should be considered a top candidate.**
- 2. What qualities do you feel a Teacher/Family Support Special needs?**
- 3. Describe a time when you were faced with a stressful situation at work that tested your coping skills, and what you did to remedy the situation. *(Important! Include employers and dates of employment).***
- 4. Tell us about a time when a child or young person behaved in a way that caused you concern. How did you deal with that situation? Who else did you involve? *(Important! Include employers and dates of employment).***
- 5. Please discuss specific examples of how you have provided emotional support and encouraged high self-esteem in children and parents in previous or current employment? *(Important! Include employers and dates of employment).***

SUPPLEMENTAL QUESTIONNAIRE (page 2 of 2)

TEACHER/FAMILY SUPPORT SPECIALIST

6. In past or current employment, describe how you have assisted parents to become involved in the education of their children. *(Important! Include employers and dates of employment).*

7. Describe two specific instances when you had to advocate for parents and/or families with outside agencies. What were the outcomes? *(Important! Include employers and dates of employment).*

8. Describe your computer application skills. List, by name, the software applications with which you have experience. Indicate your level of proficiency by software listed:
 - a) Highly proficient and use very frequently;
 - b) Competent; have basic/general knowledge; or
 - c) Somewhat knowledgeable but do not use very frequently

CERTIFICATION

I hereby certify that all statements made in this supplemental questionnaire are true and complete, and understand that any misstatements of material facts will subject me to disqualification and/or dismissal.

SIGNATURE _____ DATE _____