

# EMPLOYMENT OPPORTUNITY



## NEIGHBORHOOD HOUSE ASSOCIATION

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

### **HEAD START CLASSROOM SUBSTITUTES** **CONTINUOUS POSTING**

**Substitute Teacher Aide \$10.50/hr. (Substitute with 6 units CD/ECE and no degree)**

**SALARY:**

**Substitute Associate Teacher \$11.53/hr. (Substitute with Associate Teacher Permit and Associate degree)**

**Substitute Teacher \$15.27/hr. (Substitute with Teacher Permit and Bachelor degree)**

**EMPLOYMENT**     ***"BUILDING OUR ELIGIBILITY LIST FOR TOMORROW'S OPPORTUNITIES"***

**FILING DEADLINE:**

Neighborhood House Association is seeking substitutes for our Head Start child development program. Applications are being accepted on a continuous basis. Applications must be fully completed (per application instructions), signed, dated when submitted. An official transcript documenting six (6) units of early childhood education (ECE) or child development (CD) from an accredited college must also be submitted with the application. Applications and job announcements may be obtained at the above address; 841 South 41<sup>st</sup> Street, San Diego, CA 92113; or you may refer to [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

**NOTE: 1 – ALL CANDIDATES MUST ATTEND THE SUBSTITUTE ROUND UP TO RECEIVE CONSIDERATION (SEE SUBSTITUTE RECRUITMENT & SELECTION PROCESS BELOW).**

**DUTIES:**

Under the supervision of the Site Supervisor, Assistant Site Supervisor and/or Teacher, assists in the instruction of the pre-school aged children; Assists in developing and implementing weekly lesson plans, which integrate activities that are developmentally appropriate for preschool children, reflect and integrated Head Start curriculum and philosophy, and comply with the Performance Standards; assists in developing and maintaining a safe and pleasing environment for the children which facilitates their ability to grow physically, socially, and emotionally, and intellectually; provide breaks and planning time for Teacher and Associate Teacher; assists in screening each child using appropriate assessment tools; assists in developing IEP's for children with special needs; prepares monthly reports on attendance, excused absences, daily sign in/put sheets, in-kind, CCFP meal count; assist in ensuring that daily hygiene needs are met by modeling such routines as tooth brushing, hand washing, use of the bathroom and meal times; conducts home visits and parent/teacher conferences; participates in cross-component tasks; works with community resources to identify child/family needs and refer to proper resources for assistance; supervises outdoor play environment and field trips; assist in ensuring the safety of the classroom as well as the outdoor playground; provide emotional support and encourage high self-esteem in the children; performs other related duties as assigned.

**KEY RESULT AREAS:** Provide substitute teaching for pre-school age children; Provide environment and experiences that maximize learning of each child at his or her development level; Involve parents in child's activities in and out of the classroom; Assist in planning and supervising daily classroom activities; Assist in maintaining student data; Assist in providing educational enrichment activities for children; Assist in supporting parents through meeting and in-service training. **Substitute Teacher Aides may not be left alone supervising children.**

## **MINIMUM QUALIFICATIONS:**

**Education, Experience & Training:** 1) For **Substitute Teacher Aide**, a typical way of obtaining the knowledge, skills and abilities outlined above is completion of six (6) units of early childhood education or child development (with a grade of "C" or better) from an accredited college/university or 4 month of ROP Training in a Child Development Program; 2) For **Substitute Associate Teacher**, completion of an **Associate degree** from an accredited college/university **and the acquisition of a Associate Teacher permit**; 3) For **Substitute Teacher**, completion of an **Bachelor degree** from an accredited college/university **and the acquisition of a Teacher permit**)

**Knowledge of:** Appropriate child development theories and practices (0-5 years) and family support; adult learning principles; Computers and related software programs

**Ability to:** Create and maintain a safe learning environment for children and others; work effectively with children, parents, family, and community. Effective oral and written communication skills; sensitive to the needs of culturally and ethnically diverse groups.  
Must be computer literate

**Licenses & Certification:** Must meet and maintain State law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical) prior to hiring as substitute. Employment is contingent upon passing a criminal background clearance by Community Care Licensing.

Certification in Pediatric First Aid and CPR must be met within 90 days of assignment.

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

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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**

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### **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.

# **SUBSTITUTE RECRUITMENT & SELECTION PROCESS**

## **Classroom Substitute for Pre-School Children**

### **PROCEDURES**

1. The purpose of Round-Up Forum is to provide an overview of the program and its requirements and to recruit individuals for the classroom substitutes list. Applications can be retrieved from our website, Receptionist, or NHA Head Start centers.
2. Complete a NHA employment application attached documents outline in the job announcement and submit to the Human Resources Department. Human Resources will review applications to determine if applicant meets the requirements. Applicants who meet the requirements will be invited to a scheduled Round-Up.
3. The 2012 Substitute Round Up Schedule (at 5660 Copley Drive - San Diego, CA 92111):
  - Wednesday, January 18, 2012 (from 1p.m. – 5 p.m.)
  - Wednesday, March 21, 2012 (from 1p.m. – 5 p.m.)
  - Wednesday, May 16, 2012 (from 1p.m. – 5 p.m.)
  - Wednesday, July 18, 2012 (from 1p.m. – 5 p.m.)
  - Wednesday, September 19, 2012 (from 1p.m. – 5 p.m.)
  - Wednesday, November 14, 2012 (from 1p.m. – 5 p.m.)

Only applicants who meet educational requirements will be invited to the Round Up.

4. Each Substitute Round Up session is limited to 15 individuals.

### **What to bring to the Substitute Round-Up (if available)**

- Item A. Tuberculosis test results (results must be within a year from date of application);  
or
- Item B. Chest X-ray results (X-Ray date must be within 4 years of application date). A chest X-Ray is needed if your TB test is positive;
- Item C. Satisfactory physical (health screening) within one year of application date.

### **Other information**

- NHA will address policies and expectations at the Round Up.
- Applicants will complete necessary paper work for payroll if cleared (HR will process appropriate paperwork and forward to the Payroll Department when all requirements have been met) Post Round Up.
- Applicants' Criminal Background Clearance will be verified through Community Care Licensing prior to being assigned to work in a center with children. Post Round Up.
- Applicants' references will be checked prior to being placed on payroll and assigned/ approved to work. Post Round Up
- Proof of eligibility to work in the U.S., e.g. Driver's License or ID card and social security card; or U.S. Passport will be required. Post Round Up.