

MINIMUM QUALIFICATIONS:

Education, Training and Experience: For Head Start

A Bachelor's Degree in Child Development/Early Childhood Education or related field and a Child Development Teacher Permit or higher; six (6) months or more experience paid or volunteer in a Child Development Pre-School setting. Must be computer literate

OR

An Associate's Degree in Child Development/Early Childhood Education or related field and a Child Development Teacher Permit; one (1) year or more experience paid or volunteer in a Child Development Pre-School setting. Must be computer literate.

For Early Head Start

Incorporated to what is listed above, must have successfully complete at least 3 semester units related to the care of infants and toddler and at least 6 months experience in a licensed infant/toddler care center.

Knowledge of: Appropriate child development theories and practices (working with 0-5 years of age); adult learning principles and Family Child Care philosophy.

Ability to: Supervise others and to work effectively with parents, families, and childcare providers and community; communicate effectively both oral and written; compute and compile data; work well with persons of diverse backgrounds and cultures; speak in languages spoken by the families that the program serves is highly desirable; Must be able to perform duties with minimal supervision.

LICENSES AND CERTIFICATION:

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

Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB and Physical).

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.

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 probationary 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

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. Why you want to be a pre-school teacher?
2. What age groups are you passionate about teaching?
 - a) _____ six weeks to three years of age
 - b) _____ three to five years of age
 - c) _____ both
3. Please discuss the purpose of a lesson plan and the steps involved when you prepare your lesson plans.
4. Please describe three (3) lesson plans you have developed; the purpose of the lesson plan; when, how and where they were implement. ***(Important! The employers and dates of employment that you list must also be included in the “employment” section of the job application)***
5. What strategies have you used to manage children with special educational needs? ***(Important! The employers and dates of employment that you list must also be included in the “employment” section of the job application).***

SUPPLEMENTAL QUESTIONNAIRE (page 2 of 2)

TEACHER

6. 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? Who else did you involve?
(Important! The employers and dates of employment that you list must also be included in the "employment" section of the job application).
7. Do you believe that parents should be the primary educators of their child? If so, describe strategies you have used to insure parents were involved.
(Important! The employers and dates of employment that you list must also be included in the "employment" section of the job application).
8. Describe your computer application skills. List, by name, the software applications with which you have experience.

For question # 10, indicate your level of proficiency by software application as to whether you are:

- 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 _____