

# EMPLOYMENT OPPORTUNITY



## NEIGHBORHOOD HOUSE ASSOCIATION

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

### TEACHER 0142-0113-OC

**SALARY:** Range: 47.50 \$18.11 - \$19.99 (BA or MA Degree)

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

**FILING DEADLINE:** **CONTINUOUS POSTING**

**Application and Supplemental Questionnaire must be fully completed (per instructions), signed, dated when submitted. A copy of your Teacher's Permit and official school transcript must be attached to application packet to receive consideration.**

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 -\_Only properly completed and submitted applications will be considered. Notifications will not be sent for applications that do not meet submission requirements. 2 - Applications of candidates who do not meet the stated position requirements will not be considered. Only those considered for interview will be contacted.

**DUTIES:**

Under the supervision of the Site Supervisor, develops weekly lesson plans for preschool children; develops and maintains a safe and pleasing environment for the children; screens and assesses each child using appropriate screening/ assessment tools; develops individualized educational plans for each child based on developmental assessments; identifies and refers children with special needs in the absence of the Center Director; acts as second in command of the center operations as assigned; ensures that child care routines are carried out in 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; completes daily health check; ensures the safety of the children through continuous supervision, effective arrangement of space, proper maintenance of equipment, regular practice of fire drills and other emergency procedures; operates the classroom in compliance with all child care licensing standards; supervises outdoor play environment and field trips, checks daily environments; 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; conducts home visits and parent/teacher conferences; participates in cross-component tasks; works with community resources to identify child/family needs and refers to proper resources for assistance; supervises and participates in the evaluation of Associate Teachers, Teacher Assistant Trainees, parents, volunteers and other classroom aides. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience: For Head Start**

Have a Bachelor's Degree in Child Development/Early Childhood Education or related field (or on track to have a Bachelor's Degree in Child Development/Early Childhood Education or related field no later than September 30, 2013); **plus** a Child Development Teacher Permit (or higher); **plus** six (6) months or more experience paid or volunteer in a Child Development Pre-School setting. **Additionally**, 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 have 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 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

## TEACHER (updated January 30, 2013)

### 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 have you done in the last twelve (12) months to enhance your education/knowledge in the field of child development/early childhood education?**
- 3. Please describe three (3) lesson plans you have developed; the purpose of each of those lesson plan; include when, how and where they were implement.**
- 4. What strategies have you used to manage children with special educational needs?**
- 5. Describe your computer application skills. List, by name, the software applications with which you have experience and indicate your level of proficiency with each one listed.**

### 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 \_\_\_\_\_