

JOB ANNOUNCEMENT BULLETIN

NEIGHBORHOOD HOUSE ASSOCIATION

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



TEACHER 0142-0113-OC

SALARY: **Range: 47.5 \$18.11 - \$19.99 per hour**

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

APPLICATION SUBMITTAL INSTRUCTIONS:

CONTINUOUS POSTING

Application must be fully completed (per instructions), signed, and dated when submitted. Also attach original copies of official transcripts from accredited college or university showing educational attainment, a copy of your Teacher's Permit (or higher level permit), and responses to Supplemental Questionnaire (page 4 of this announcement) must be attached to application packet to receive consideration.

NOTE: Applicants must pass a Teacher Written Exam to receive further consideration.

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

JOB DUTIES & RESPONSIBILITIES:

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;

JOB DUTIES & RESPONSIBILITIES (cont.):

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 (HEAD START):

Education, Experience, & Training: Have a **Bachelor's Degree in Child Development/Early Childhood Education** or related field; at least a Child Development Teacher Permit; **plus** six (6) months or more experience paid or volunteer in a Child Development Pre-School setting.

MINIMUM QUALIFICATIONS (EARLY HEAD START):

Incorporated to what is listed above, must also 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: Must have knowledge of appropriate child development theories and practices (working with children 0-5 years of age); adult learning principles and Family Child Care philosophy; must be computer literate.

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 & Certifications: Valid California Driver's License; 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).

PHYSICAL & MENTAL DEMANDS:

Employee is required to stand, bend or stoop for long periods of time; sit, stand, talk or hear in person and by telephone, use hands to finger, handle and feel computers and other standard office equipment, and reach with hands and arms. This job includes close vision and the ability to adjust focus; use written and oral communications skills; read and interpret information and documents; analyze and solve problems; observe and interpret people and situations.

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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. Any of the provisions contained in this job announcement may be modified or revoked without notice.

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

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FILING 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 5:00 p.m. on that date, or otherwise as stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL:

An official transcript from an accredited college/university and/or Credential must accompany the employment 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:

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

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.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

SUPPLEMENTAL QUESTIONNAIRE

TEACHER

IMPORTANT INFORMATION & INSTRUCTIONS

This supplemental application is designed to provide you with the opportunity explain your background and qualifications for the position of **Teacher** in more detail. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. Please complete each section fully.

The most suitable candidates will be invited to participate in other examination segments of the selection process.

Your response to each of the questions must be **no longer than** one (8.5" x 11") type-written or legibly printed (12 pt standard type). **Additional pages will not be considered.**

RESUMES, OR REFERRAL TO A RESUME IN LIEU OF A RESPONSE ON AN APPLICATION, ARE NOT ACCEPTABLE. Illegible, incomplete, or vague responses may disqualify your application, or reduce the credit given for your qualifications.

All sample material submitted with the supplemental application for our review **will not be returned.**

- 1. Why do 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.

NAME: _____ **SIGNATURE:** _____ **DATE:** _____