

JOB ANNOUNCEMENT BULLETIN

NEIGHBORHOOD HOUSE ASSOCIATION

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



HEAD START CLASSROOM SUBSTITUTES

SALARY: Substitute with at least a Teacher Permit and Bachelor's Degree – **\$15.27**
Substitute with an Associate Teacher Permit and Associate's Degree - **\$11.53**

EMPLOYMENT OPPORTUNITY: "BUILDING OUR SUBSTITUTES LIST FOR TOMORROW'S OPPORTUNITES"

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 Permit must also be attached to application packet to receive consideration.

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

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, 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/input 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 Results Area: 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.

MINIMUM QUALIFICATIONS (HEAD START):

Education, Experience, & Training:

Substitute Associate Teacher: Candidate must have completed an Associate's Degree from an accredited college/university and have at least an Associate Teacher permit.

Substitute Teacher: Candidate must have completed a Bachelor's Degree from an accredited college/university and have at least a Teacher permit.

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: 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.

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:

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate computers, objects, tools or controls and reach with hands and arms, and taste or smell. The employee occasionally is required to climb, stoop, kneel, or crouch. The employee frequently is required to talk or hear. The employee may be required to lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus to view documents.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW/ROUND-UP 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

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:

NONE

HOURS:

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

INTRODUCTORY PERIOD:

NOT APPLICABLE

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.

SUBSTITUTE RECRUITMENT & SELECTION PROCESS

The purpose of the Substitute Round-Up is to provide an overview of the Head Start Program, go over all its requirements, and to recruit individuals for the classroom Substitutes List. Only candidates with completed applications with all required documents, and meet educational requirements will be invited to the Substitute Round-Up. Substitute Round-Up is limited to 10 candidates.

All Substitute Round-Up's will be held at:
Howard H. Carey Administrative Offices
5660 Copley Drive
San Diego, CA 92111
Telephone: (858) 715-2642.

SUBSTITUTE ROUND-UP SCHEDULE (2014):

- **Wednesday, January 22, 2014 (from 1p.m. – 5 p.m.)**
- **Wednesday, March 19, 2014 (from 1p.m. – 5 p.m.)**
- **Wednesday, May 21, 2014 (from 1p.m. – 5 p.m.)**
- **Wednesday, July 16, 2014 (from 1p.m. – 5 p.m.)**
- **Wednesday, September 17, 2014 (from 1p.m. – 5 p.m.)**
- **Wednesday, November 12, 2014 (from 1p.m. – 5 p.m.)**

WHAT TO BRING TO THE SUBSTITTUE ROUND-UP:

- Tuberculosis test:** Results must be within 1 year from date of application; or
- Chest X-ray Results:** Chest X-ray date must be within 1 year of application date. A Chest X-ray is needed if your Tuberculosis test is positive;
- Health Screening:** Satisfactory physical (health screening) within 1 year of application date.

ADDITION INFORMATION:

- 1) NHA will address policies and expectations at the Substitute Round-Up.
- 2) Applicants will complete necessary paperwork to be eligible to work with the Head Start Program.
- 3) Applicants Criminal Background Clearance will be verified through Community Care Licensing (CCL) and references will be checked prior to hiring.
- 4) Documents of eligibility to work in the United States will be provided to the Human Resources Department prior to hiring.