



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

PARENT INVOLVEMENT AIDE

APPLICATION DEADLINE: **OPEN UNTIL FILLED**

Position no.:	0459	Union Status:	Union
Starting Pay/ Range:	\$11.88- \$13.11 per hr.	Status/ Hours:	Full Time/ Non- Exempt
Hours of Work:	8:00 am- 5:00 pm	No. of Weeks:	40
Dept. / Program:	Head Start		
Location:	Area 1 Admin Office	2820 Camino Del Rio South, Ste. 212; SD, CA 92113	

Basic Job Assignment:

Under the direction of the Area Director assists in the development and implementation of overall grantee plans; provides and presents identified resource materials to committees and work groups. Adheres to the core values of the Agency; NAEYC Code of Ethical Conduct for Early Childhood Practitioners and Professional Practice, Head Start Performance Standards; and required Head Start Competencies.

Employment Requirements:

The ideal candidate is a self-motivated, team player who possesses a solid understanding of local, state and federal regulations relative to Head Start / child care operations; working knowledge of child development theories / strategies, community resources and adult learning concepts; Head Start Program Performance Standards and goals, objectives, policies and procedures of the NHA Head start Program; has high regard for and ability to communicate using tact, objectivity, and confidentiality; can communicate effectively with children, staff, managers, and volunteers; is well organized and able to prioritize, plan, prepare, and follow through on assigned tasks in a thorough fashion; has excellent oral and written communication skills and the ability to understand / carry out oral and written instructions; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public; proficient computer skills; the ability to interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; and has demonstrated experience working with culturally and ethnically diverse, low income or no income families and unique populations.

Qualifications:

- High school diploma or equivalent; **AND**
- At least one (1) year of experience in a program that emphasizes the parent's role in the child's development;
- Prior experience with community based groups and/or parents groups are preferred;
- Current **Certification in pediatric first Aid and CPR or the ability to obtain within 90 days of hire;**
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical).



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

Examples of Essential Functions:

- Provides training and technical assistance to parents and volunteers;
- Participates in meetings, conferences and workshops as requested;
- Assists in pre-service and in-service;
- Provides encouragement to parents to support and enhance their parental role as the principal influence in their child's education and development;
- Assists in the evaluation of parent involvement and community development: Assists in the development of calendar showing Policy Council activities and meetings;
- Maintains parent involvement resource materials for distribution;
- Recruits families for the Head Start program as required by Performance Standards;
- Maintains a professional attitude; works cooperatively with Head Start staff and parents and treats all parents and families with dignity and respect;
- Assists in the coordination and scheduling of grantee parent and staff orientations, and assists parents in developing and scheduling their career development activities;

APPLICATION SUBMITTAL INSTRUCTIONS:

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 or scanned/ emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case-by-case basis.



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- ☐ NHA Website (www.neighborhoodhouse.org)
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: _____
- ☐ Employee Referral: _____
- ☐ Other: _____

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.

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. 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. 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.

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