



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

AREA DIRECTOR (HEAD START)

DATE POSTED: AUGUST 27, 2015

APPLICATION DEADLINE: OPEN UNTIL FILLED

Position No. / Range: 9127/ 62.50

Union Status: Non-Union

Starting Pay Range: \$38.48 per hour - \$42.47 per hour

Status/ Hours: Full-time/ Exempt

Hours of Work: Monday- Friday: 8:00am- 5:00 pm

No. of Weeks: 52

Location: 841 S. 41st St. San Diego, CA 92113

Dept. /Program: Area 2 / Head start

Basic Job Assignment:

Under supervision of the Associate Vice President (CYFS), this position is responsible for the management and on-going monitoring for the area; provides supervision and support to subordinate staff; and is responsible for ensuring full enrollment at assigned area centers, FCC and city school collaboration. The Area Director adheres to the core values of NHA and the NAEYC Code of Ethical Conduct for Early Childhood Practitioners and Professional Practice, Head Start Performance Standards, required Head Start competencies, National Association of Social Workers Code of Ethics or other professional codes.

Employment Requirements:

The ideal candidate will have extensive knowledge of and experience in: Federal, state and local legislation, policies, regulations and issues applicable to the Head Start program and the assigned areas of responsibility and expertise; Head Start Program Performance Standards; goals, objectives, policies and procedures of the NHA Head Start program; Modern theories, principals and practices of supervision, including training and staff development; Principles and practices of program administration, including budgeting and fiscal management regarding respective areas of responsibility including, but not limited to, Head Start program design, Performance Standards, child development and ERSEA procedures for support service staff; NHA policies and procedures related to staffing and other personnel matters. The ideal candidate will also have the ability to: Organize, set priorities and exercise sound independent judgment; Interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; Instruct and train individuals in a group setting and one-on-one; Communicate effectively orally and in writing; prepare clear, concise and accurate reports, correspondence and other written materials; Exercise tact, objectivity, sensitivity, strategy and judgment in dealing with volunteers, parents and staff; Establish and maintain effective working relationships with clients, other professional staff and the public; Communicate effectively with people of various educational, socio-economic and cultural backgrounds; Operate a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment; Meet intense and changing deadlines. In addition, the candidate should possess a professional presence, excellent business acumen, be approachable and committed to creating an open and customer focused department, be a collaborative, clear thinker, and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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Qualifications:

- Bachelor's degree in business or public administration, child development/early childhood education, social work, psychology or a closely related field required; **AND**
- A minimum of three (3) years of increasingly responsible experience working with children and families of diverse cultural and economic backgrounds in a comprehensive, multi-disciplinary and goal-oriented program; **AND**
- At least three (3) years of management experience consisting of supervision of staff, fiscal management and leadership skills;
- Effective presentation skills;
- Demonstrated experience with coaching/professional development of subordinate staff.
- Demonstrated experience with grant/technical writing and research development; **OR**
- An equivalent combination of training and experience; **PLUS** twenty-four (24) units in early childhood education/child development, with six (6) units in administration plus two (2) units of adult supervision; **OR**
- Possess a Program Director Permit or Administrative credential with twelve (12) units of early childhood education **PLUS** three (3) units supervised field experienced in an early childhood education setting.
A Master's Degree may be substituted for one year of experience.
- Valid California Driver's License;
- CPR/First Aid Certified;
- Must obtain a TB/Physical prior to commencing employment;

Examples of Essential Functions:

- Oversee the day-to-day operations of Head Start/Early Head Start program options within the designated grantee operated program areas;
- Write clear, concise and logical reports, memos, and letters;
- Conduct effective group presentations and make a concerted effort to affect team morale;
- Facilitate communications throughout the organization and within the supervised area.
- Offer support services to staff and families;
- Facilitate health and safety trainings and practices;
- Implement corrective action plans as needed;
- Ensure compliance with ECE/child outcomes, child health, parent governance, male involvement and in-kind, as well as Federal Performance Standards, and local and state regulations and guidelines;
- Develop strategies for service delivery designed to meet the needs of families and communities served;
- Supervise, train, coach, mentor, lead, develop and evaluate staff;
- Recruits families for the Head Start program as required by Performance Standards;
- Serves as a subject matter expert in one or more areas, including education, health, social services, special needs/disabilities, mental health, training and career development for staff and Site Supervisors;
- Manages, leads, and supervises a widely diverse team of technical and professional staff;



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Examples of Essential Functions (continued):

- Manage financial and material resources, showing an awareness of budget process and exercising effective cost control, identifying and promoting revenue enhancement opportunities, and demonstrating an understanding and working knowledge of the (performance based, program based, line item) budgeting system.
- Anticipate future needs; establishing and managing priorities; adapting to a changing environment and modifying priorities as necessary.
- Motivate assigned staff toward the achievement of excellence;
- Effectively delegate responsibility to staff and allowing decisions to be made at the lowest level at which information is available and responsibility is assigned;
- Conduct annual and periodic performance reviews with all assigned employees in a timely manner;
- Provide regular, ongoing performance feedback in a constructive, reinforcing manner;
- Develop staff through career and professional coaching and work assignments;
- Support employee work/life balance;
- Develop and build employee morale.



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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.

BENEFITS:

Eligible positions receive the following 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.

***Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.**

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.