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

PROGRAM SPECIALIST (EDUCATION/DISABILITY)

DATE POSTED: September 17, 2015

APPLICATION DEADLINE: *OPEN UNTIL FILLED*

Position No. / Range:	1061/ 50.01	**Union Status:**	Non-Union
Starting Pay Range:	$20.96 per hour - $23.14 per hour	**Status/ Hours:**	Full-time/ Exempt
Hours of Work:	Monday- Friday: 8:00am- 5:00 pm	**No. of Weeks:**	48
Location:	2820 Camino Del Rio S. Ste. 212, SD, CA 92108	**Dept. /Program:**	Area 1 / Head start

Basic Job Assignment:

Under the direction of the Area Director - Head Start Program the Program Specialist will perform specialized paraprofessional to professional-level duties to support and assist center and area staff to identify, develop and implement strategies to meet the cognitive, social, emotional and physical needs of Head Start program children and their families. The Program Specialist may be assigned to serve in a leadership role for a diverse team of paraprofessionals and professionals and performs related work as assigned.

Employment Requirements:

The ideal candidate will have extensive knowledge of and experience in: Modern theories, methods and practices of assigned areas of responsibility and expertise, including early childhood education, social services, emotional and/or physical health, and learning and/or physical disabilities; Federal, state and local laws and regulations 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; 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. 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.

Qualifications:

* Bachelor's degree in early childhood education, child development, or a closely related human services field;   ***AND***
* A minimum of two (2) years of increasingly responsible experience providing direct educational and/ or social services to low income children, children with disabilities, and families of diverse cultural backgrounds.   ***AND***
* Ability to proficiently read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in English.
* Valid California Driver's License;
* CPR/First Aid Certified;
* Must obtain a TB/Physical prior to commencing employment;

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Examples of Essential Functions:

- Participates as a member of a multidisciplinary team of paraprofessionals and professionals engaged in identifying, assessing, planning and implementing classroom interventions for children;
- Provides ongoing assistance, support and guidance to center and area staff in assigned area of expertise;
- Provides crisis intervention services;
- Assists parents and families in problem solving;
- Serves as an advocate for parents and families with outside agencies;
- Participates in Individual Educational Plan (IEP/IFSP) Meetings.
- Tracks all children in the Area with disabilities, monitors and follows up on their expiration dates.
- Uses PROMIS as a record keeping system for Disability and Educational purposes.
- Acts as a resource and provides and/or makes referrals for necessary services;
- Informs and educates parents and families about emotional, physical health, social, educational and other special needs of children;
- Implements and participate in case management meetings and follow-up activities;
- Collaborates with other team members and program staff on the status and needs of children and their families;
- Conducts classroom observations to assess staff training needs in the areas of assigned responsibility and expertise; models appropriate intervention strategies for classroom staff, parents, Site Supervisors and other Head Start program staff;
- Conducts and/or provides Professional Learning Community (PLC) training topics to teaching staff.
- Interprets provisions of the Head Start Performance Standards for staff, parents and the community; provides in-service and pre-service training;
- Documents child and family progress and performs various other administrative duties; acts as community liaison and promotes community relations;
- 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;
- May be assigned lead/supervisory responsibilities for a widely diverse team of technical and professional staff.

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SUPPLEMENTAL QUESTIONS

1. Do you have at least two years' experience working in an educational and/ or social services setting providing direct services to families and children with disabilities? ☐ **Yes** ☐ **No**

   If yes, please describe below:

EMPLOYER	POSITION TITLE	DATES OF EMPLOYMENT	DESCRIPTION OF DUTIES

2. Do you have any specialized training and/ or certifications directly related to this position? ☐ **Yes** ☐ **No**

   If yes, please list them below (including expiration dates):

   _____
   _____
   _____
   _____

3. Please describe your level of proficiency using computers and various software programs. Reference the attached *Computer Skills: Level of Proficiency Guide.*

   Microsoft Word ☐ Basic ☐ Intermediate ☐ Advanced
   Microsoft Excel ☐ Basic ☐ Intermediate ☐ Advanced
   Microsoft PowerPoint ☐ Basic ☐ Intermediate ☐ Advanced
   Other: _____ ☐ Basic ☐ Intermediate ☐ Advanced
   Other: _____ ☐ Basic ☐ Intermediate ☐ Advanced

4. Do you have any leadership or supervisory experience in which you acted as a mentor and provided guidance and/ or supervision to subordinate staff? ☐ **Yes** ☐ **No**
   If yes, please describe below:

EMPLOYER	POSITION TITLE	# OF SUBORDINATE STAFF	DATES OF EMPLOYMENT	BRIEF DESCRIPTION OF DUTIES

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Computer Skills: Level of Proficiency Guide.

Because of the continually increasing use of computers in our daily communications and work, the knowledge of computer systems and the ability to work with word processing, data management, and spreadsheet and data analysis programs have become essential requirements for many positions with the Neighborhood House Association. The degree of knowledge and proficiency required varies from one position to another based on the tasks and duties involved.

To assist managers in determining the level of proficiency necessary to perform adequately in positions within their respective departments, we have developed descriptions for the different degrees of familiarity with and of ability to use computer systems and programs. Three levels of proficiency have been defined: basic, intermediate, and advanced. These levels reflect the standard steps in the acquisition and development of computer skills.

	LEVELS	SKILLS
MICROSOFT WORD	**BASIC** This level of skills is sufficient to perform daily word processing tasks, such as producing routine letters, memorandums, & informal reports. A person at this level is able to use basic formatting, editing, printing functions, & understands the document page setup.	The person has the skills to • Create a new document, enter text, & save it. • Open & edit existing documents. • Navigate in a document & perform a search. • Select & move text. • Format characters & paragraphs; work with tabs, indents, margins, lists, breaks, spacing. • Use AutoCorrect & Help tools. • Create & edit tables; Control page & document appearance. • Print documents, envelopes, & labels.
	Intermediate This skill level is necessary in order to use & create a variety of templates, complex tables, merges; manage table data, sort & filter merges, & perform basic work with existing Macros. A person at this level is able to customize toolbars, import & insert graphs, embed Excel data, & elaborate reports.	The person has the skills to • Work with sections, create templates, use & customize styles. • Create & format complex tables, & manage table data. • Create Mail Merges, sort & filter them. • Customize Toolbars. • Insert graphic elements. • Run & record Macros. • Create a Web Page based on a template & add hyperlinks.
	Advanced This skill level is required in order to produce large, complex, formal documents that require a table of contents, footnotes, endnotes, bookmarks, & other elements. A person at this level is able to use & create a wide range of graphic effects; has full mastery of Macro commands.	The person has the skills to • Work with advanced styles, AutoFormat features, & linking styles. • Use graphic effects such as dropped capital letters & clip art, insert WordArt, & draw in a document. • Manage/ track document changes, using highlights & comments. • Insert multimedia elements in a Web Page. • Manage Macro commands, create dialogue boxes, & understand the notions of Visual Basic Application programming.

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	LEVELS	SKILLS
MICROSOFT EXCEL	**Basic** This skill level is required to perform tasks/work with data in worksheets. A person at this level is able to enter & correct data, modify a workbook, format worksheets, & use printing functions.	The person has the skills to • Open files; use page setup; Enter, correct, & save data. • Use the menu commands; Format cells, rows, and columns. • Understand navigation/movement techniques, & access Help • Use simple arithmetic functions in the formulas. • Modify a database & insert data from another application. • Print worksheets & workbooks.
	Intermediate This skill level is required to work with multiple worksheets; filter data, use integrate functions, & manipulate databases. A person at this level understands the concepts of databases, is able to work with charts, & use the list management capabilities of Excel.	The person has the skills to • Create, modify, and format charts. • Use graphic objects to enhance worksheets & charts. • Filter data and manage a filtered list. • Perform multiple-level sorting & use design considerations. • Use mathematical, logical, statistical, & financial functions. • Group & dissociate data & perform interactive analysis. • Create & modify some Macro commands.
	Advanced This skill level is required to use advanced techniques for analyzing & manipulating data in Excel. A person at this level is able to automate some operations, manage Macro commands, & create MS Excel applications.	The person has the skills to • Customize the work area. • Use advanced functions (Names, VLOOKUP, IF, IS). • Work with Pivot Tables. • Use spreadsheet Web components. • Manage Macro commands: concepts, planning, operations, execution, modification, interruption. • Use personalized toolbars & perform some programming in VBA.
MICROSOFT POWERPOINT	**Basic** This level of skills is required to create a simple presentation in PowerPoint, run it, and print it.	The person has the skills to • Create title and bullet slides; Create Slides in Outline view. • Modify slide text and check spelling. • Select a template; Insert a table; Edit a Column Chart. • Work with text, drawn objects, and drawing tools. • Use ClipArt and WordArt. • Create an Organization Chart and use options. • Change text and bullets in the Slide Master & remove objects. • Use Slide Show options; add transitions & animation. • Run a manual & an animated Slide Show. • Work with Notes & print a presentation.
	Intermediate & Advanced This skill level is required to customize templates & the PowerPoint environment, & to make a presentation interactive by using hyperlinks & action buttons.	The person has the skills to • Create a template & work with a Design template. • Work with graphics, animation, & multimedia, insert movies & sound. • Work with the Office Suite to create slides from an outline & send slides to Microsoft Word. • Customize PowerPoint toolbars & automate the slide production. • Build interactive presentations, using hyperlinks, creating interactive objects, working with Slide Show options, & using the Meeting Minder.

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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.