



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

HEAD START/ EARLY HEAD START

TEACHER ASSISTANT TRAINEE

APPLICATION DEADLINE:

CONTINUOUS POSTING

Continuous postings accept applications on an ongoing basis. There may or may not be current vacancies at the time of application. Applications are used to build an eligibility list of approved candidates. Approved applications remain on file for one year.

Position no. / Range: 9969/ 34.00

Starting Pay: \$9.56- \$10.55 p. hr.

No. of Weeks: 42

(Position follows school year calendar)

Location: Dependent upon site placement

Please see attached Location/ Availability Questionnaire

Union Status: Union

Status/ Hours: Part Time/ Non- Exempt

Hours of Work: 6:30a- 12:00p / 8:00a- 1:00p

(Hours vary based on Site placement)

Dept. Program: Head Start

Basic Job Assignment:

Under the supervision of the Site Supervisor (or designated teaching staff), aids in the instruction of infant/ toddler and/or pre-school age children. Assists in providing an environment and experiences that maximize learning of each child at his/her individual level of development.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a genuine interest in child development and child development theories and practices; Adult learning principles and Family Child Care philosophy; Federal, state and local laws and regulations applicable to the Head Start program; Head Start Program Performance Standards; and goals, objectives, policies and procedures of the NHA Head Start program. The ideal candidate will also have the ability to communicate effectively with staff, managers, clients/participants, and individuals of varying levels outside of the organization; establish and maintain effective working relationships with all levels of Association management, employees, parents, and others encountered in the course of work; assist in creating and maintaining a safe learning environment for children and others; is well organized, coachable, punctual, and dependable; Communicate effectively orally and in writing; Operate a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment. In addition, the candidate should be approachable, a collaborative team player, and has demonstrated experience working and effectively communicating with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- A minimum of High School Diploma, G.E.D. equivalency or High School Proficiency Certificate required;
- Child Development or Early Childhood Education units from an accredited college/university or ROP Training in a Child Development Program *preferred*.



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Qualifications (Continued):

- 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 child care center (fingerprints, TB, physical).

Please Note:

- All persons hired in this position will be required to take (on their own) and successfully complete (with at least a grade of "C") a minimum of six (6) units of Child Development (CD) or Early Childhood Education (ECE) at an accredited college or university **within the first 12 months of employment** (*if applicant has not already met this requirement upon hire*).
- Teacher Assistant Trainee will assist in breaks and planning time for teacher and associate teacher, as needed. This position may not be left alone supervising children unless person has at least 12 units of child development (CD) or early childhood education (ECE) at an accredited college or university.

Example of Major Functions:

- Assists in the instruction of the pre-school aged children;
- Assists in implementing weekly lesson plans;
- Aids in developing and maintaining a safe and pleasing environment for the children which facilitates their ability to grow physically, socially, emotionally, and intellectually;
- Assists in administering the screening of each child using appropriate assessment tools;
- Assists in ensuring that daily hygiene needs are met by modeling such routines as tooth brushing, hand washing, use of the bathroom, and meal times;
- Assists in ensuring the safety and supervision of the classroom, outdoor playground, and field trips;
- Assists in providing emotional support and encourages high self-esteem in the children;
- Participates in required training;
- Administers first aid when needed;
- Participates in center level case management meetings as needed;
- Observes the development of IEP's for children with special needs;
- Assists with the preparation of monthly reports on attendance, excused absences, daily sign in/out sheets, in-kind and CCFP meal count;
- May help with conducting 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;



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HEAD START/ EARLY HEAD START TEACHER ASSISTANT TRAINEE SUPPLEMENTAL APPLICATION QUESTIONS

1. Please be sure to answer the following questions in a thorough and complete manner. Please do not indicate **"See Resume,"** as this is not an acceptable answer. Please note that if you are invited to a selection interview(s) your responses may be subject to verification. Do you understand this information?

☐ Yes ☐ No

2. Do you have a minimum of six (6) units related Child Development and/ or Early Childhood Education?

☐ Yes ☐ No

3. Do you have a minimum of three (3) units related to the care of Infants/Toddlers? ☐ Yes ☐ No

If yes, please describe below:

Name of School / Institution	Course Title	No. of Units / Grade Received

4. Upon successfully passing the interview process, you will be placed on the Eligibility List for the Teacher Assistant Trainee position and can also be considered for placement on the Substitute list.

Are you interested in being placed on our **On- Call/ Substitute** List? Yes No ☐ ☐

5. What have you done in the last twelve (12) months to enhance your education/knowledge in the field of child development/early childhood education?

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: _____



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Below is a list of Head Start and Early Head Start site locations. Indicate any location you are ***NOT*** willing to work at/ travel to. Please note that 'FLOATER' positions may be required to travel to any of the locations listed.

Please note that your responses to the questions above do not guarantee any specific shift/ hours or site placement.

AREA 1

- ☐ **Alcott Head Start**
4860 Hildago Ave., SD, 92117
- ☐ **City College Head Start**
1601 B. St. SD, CA 92102
- ☐ **De Anza Head Start**
6525 Estrella Ave. SD, CA 92120
- ☐ **Karen D. Love Head Start**
2062 Drescher St., SD , 92111
- ☐ **Lindsay Early Head Start**
232 W. Ash St., SD, CA 92101
- ☐ **Loma Portal Head Start**
2905 Cadiz St., SD, CA 92110
- ☐ **Mesa College Head Start**
7250 Mesa College Dr., 92111
- ☐ **Miller Head Start**
4343 Shields St. SD, CA 92124
- ☐ **Walker Head Start**
9245 Hillery Dr., SD, CA 92126
- ☐ **Balboa Lutheran Head Start**
7250 Eckstrom Ave. SD, 92111
- ☐ **Clairemont Mesa Head Start**
Clairemont Mesa Blvd, 92117

AREA 2

- ☐ **Chollas View Head Start**
918 N. 47th St., SD, CA 92102
- ☐ **ECC Head Start**
4344 Ocean View Blvd. 92113
- ☐ **Euclid Head Start**
210 S. Euclid Ave. SD, CA 92113
- ☐ **First Step Head Start**
804 San Pasqual St. SD, 92113
- ☐ **Johnson Head Start**
5760 Luber St. SD, CA 92114
- ☐ **Mercado Head Start**
2001 Newton St. SD, CA 92113
- ☐ **New Life Head Start**
766 28th St. SD, CA 92102
- ☐ **O'Farrell Head Start**
6130 Skyline Dr. SD, CA 92114
- ☐ **Valencia Park Head Start**
8558 Skyline Dr. SD, CA 92114
- ☐ **Webster Head Start**
2930 Marcy Ave. SD, CA 92113
- ☐ **BYF Head Start**
841 S. 41st St. SD, CA 92113

AREA3

- ☐ **Altadena Head Start**
3778 Altadena Ave. SD, 92105
- ☐ **Home Ave. Head Start**
4111 Home Ave. Ste. F, 92105
- ☐ **John Marshall Head Start**
3550 Altadena Ave. SD, 92105
- ☐ **McGill School of Success**
3025 Fir St. SD, CA 92102
- ☐ **North Park Head Start**
2717 University Ave. SD, 92104
- ☐ **Skill Center Head Start**
6285 University Ave. SD, 92115
- ☐ **Urban Village I Head Start**
3795 Fairmount Ave. Ste. B
92105
- ☐ **Urban Village II Head Start**
4305 University Ave. SD, CA
92105



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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.