



# 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

### ASSOCIATE TEACHER

**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:** 0444/ 39.50

**Union Status:** Union

**Starting Pay:** \$12.54- \$13.84 p. hr.

**No. of Weeks:** 42 (Head Start) / 48 or 51 (EHS)

**Hours of Operation:** 6:30 am- 5:00 pm

*(Position follows school year calendar and*

*(Hours of work may vary based on program option)*

*number of weeks depends on Site placement)*

**Status/ Hours:** Full Time/ Non- Exempt

**Dept. Program:** Head Start / Early Head Start

**Location:** Dependent upon site placement *(Please see attached Location/ Availability Questionnaire)*

#### **Basic Job Assignment:**

Under the supervision of the Site Supervisor, and when appropriate, under the guidance of a teacher, assists in the instruction of children. 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, independent worker who possesses an adequate understanding of appropriate child development theories and practices; Federal, state and local laws and regulations applicable to the Head Start program; Head Start Program Performance Standards; 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; create and maintain a safe learning environment for children and others; work effectively with parents, families, and childcare providers and be sensitive to the needs of culturally and ethnically diverse groups; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; is well organized and is able to plan and prepare in a thorough fashion; communicate effectively orally and in writing; prepare clear, concise and accurate correspondence and other written materials; 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.



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### **Qualifications:**

- Associate Teacher Permit issued by the California Commission on Teacher Credentialing required (*please attach a copy to your application*); **AND**
- A minimum of fifty (50) days experience in an early childhood education setting/ program working a minimum of three (3) or more hours per day within the last two (2) years. **AND**
- A minimum of twelve (12) units of early childhood education/child development (*please attach copies of unofficial transcripts to your application*);
- A minimum of an Associate's degree from an accredited college or university in Child Development and/ or Early Childhood Development preferred.
- Current Certification in pediatric first aid and CPR or the ability to obtain 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).

### **PLUS (FOR EARLY HEAD START CONSIDERATION)**

- A minimum of three (3) units related to the care of Infants/Toddlers (*please attach copies of unofficial transcripts to your application*); **AND**
- A minimum of six (6) months experience in a licensed infant/toddler care center.

### **Example of Major Functions:**

- Assist in developing weekly lesson plans which integrate activities that are developmentally appropriate for preschool children, reflect an integrated Head Start curriculum and philosophy, and comply with the Performance Standards;
- Recruits families for the Program as required by Performance Standards;
- Assist in developing and maintaining a safe and pleasing environment for the children which facilitates their ability to grow physically, socially, emotionally, and intellectually;
- Assist in screening each child using appropriate assessment tools, and apply the requisite knowledge and skills in translating those assessments into appropriate lesson plans to meet the needs of each child;
- Assist in developing Individual Education Plans for children with special needs;
- Assist in preparing monthly reports on attendance, excused absences, daily sign in/out sheets, in-kind, CCFP meal count, fluoride tracking, health and safety checklist, etc.
- Complete forms such as Home Visit, Parent/Teacher Conference, Classroom Meeting, training reports and agendas, Ouch Reports, Field Trip Permission Slips, and milestones;



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### ASSOCIATE TEACHER 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 an Associate Teacher Permit issued by California Commission on Teacher Credentialing?

Yes       No      Issue Date: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

3. Do you have minimum of twelve (12) units of early childhood education/child development?

Yes       No      If yes, please describe below:

Name of School / Institution	Course Title	No. of Completed Units

4. Do you have 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 Completed Units

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

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

Are you interested in being placed on the **Eligibility List for the Teacher Assistant Trainee** position?

Yes       No

Are you interested in being placed on our **On- Call/ Substitute Teacher Assistant Trainee** List?

Yes       No



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6. What are you looking for in your next job? What is important to you?

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7. Describe your experience preparing and/or implementing a lesson plan?

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8. Tell us how you help develop and maintain a safe and pleasing environment for the children in your current or past employment?

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### **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. 47<sup>th</sup> 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 28<sup>th</sup> 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. 41<sup>st</sup> 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. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://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](mailto: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.**