



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 II & III

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.

TEACHER II (AA / AS Degree)

Position no. /Range: 1142 / 46.01

Starting Pay: \$17.46- \$19.27 hourly

TEACHER III (BA / BS Degree)

Position no. /Range: 1143 / 47.50

Starting Pay: \$18.62- \$20.55 hourly

The following information is applicable to both the Teacher II & III

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

(Hours of work may vary based on program option)

Dept. /Program: Head Start

Union Status: Union

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

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

(Position follows school year calendar and number of weeks depends on Site placement)

Status/ Hours: Full Time/ Non- Exempt

NOTE: Applicants must pass a Teacher Written Exam to receive further consideration.

Basic Job Assignment:

Under the supervision of the center director, provides a safe and orderly environment and experiences that maximize the learning and development of each child at his or her own level and interacts with parents to facilitate problem-solving relative to meeting the needs of children and families. 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 a thorough and comprehensive understanding of appropriate 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; 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



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Employment Requirements (continued):

Association management, employees, parents, and others encountered in the course of work; create and maintain a safe learning environment for children and others; Supervise others and to work effectively with parents, family, family child care providers and community; 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.

Qualifications:

- A minimum of an Associate's degree from an accredited college or university in Child Development and/ or Early Childhood Development required;
- Child Development Teacher Permit or higher issued by the California Commission on Teacher Credentialing required (*please attach a copy to your application*); **AND**
- A minimum of one (1) year successful experience as a Child Development Center Teacher or equivalent teaching experience;
- 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).
- **(TEACHER III)** A minimum of an Bachelor's degree from an accredited college or university in Child Development and/ or Early Childhood Development required for Teacher III;
- **(TEACHER III)** A minimum of three (3) years successful experience as a Child Development Center Teacher or equivalent teaching experience required for Teacher III;

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 paid or volunteer experience in a licensed infant/toddler care center.
- Training on effective communication with infants and toddlers and their families and other staff; training on safety issues (e.g., reducing the risk of Sudden Infant Death Syndrome);



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Example of Major Functions:

- Develop weekly lesson plans which integrate indoor and outdoor activities that are developmentally appropriate for preschool children, reflect an integrated Head Start curriculum and philosophy, and comply with the Performance Standards;
- Develop and maintain a safe and pleasing environment for the children, which facilitate their ability to grow physically, socially, emotionally, and intellectually;
- Screen and assess each child using appropriate screening/assessment tools;
- Develop individualized educational plans for each child based on developmental assessments including identified special needs with concern for his/her interest, handicaps, special talents and individual style and pace of learning, and considering the individual child in relationship to his cultural and social/economic background in accordance with Head Start Performance Standards;
- Identify and refer children with special needs;
- In the absence of the center director, provides guidance of the center operations as assigned;
- Ensure that childcare routines are carried out in a manner that is prompt, hygienic, and consistent with good child development principles including routines related to bathroom use, hand washing, tooth brushing, eating and transitioning between activities;
- Complete daily health check;
- Ensure the safety of the children through continuous supervision, effective arrangement of space, proper maintenance of equipment, regular practice of fire drills and other emergency procedures, and operate the classroom in compliance with all childcare licensing standards;
- Supervise outdoor play environment and field trips; check daily environments safety, and select activities to be utilized for the individual development of the children;
- Provide emotional support and encourage high self-esteem in the children and parents;
- Maintain written documentation on each child in compliance with requirements for confidentiality;
- Prepare monthly reports on attendance, excused absences, daily sign in/out sheets, in-kind, CCFP meal count, fluoride tracking, health and safety checklist, milestones, child observation, etc;
- Complete forms such as Home Visit, Parent/Teacher Conference, Classroom/Center Meeting, training reports and agendas, Ouch Reports, Field Trip Requests, Lunch Request, and Field Trip Permission Slips;
- Conduct home visits and parent/teacher conferences;
- Participate in cross-component tasks where teacher roles are assigned such as: case management meetings; assist with parent education by assessing needs and participate in planning and attend parent meetings, program-wide recruitment and enrollment activities, work with community resources to identify child/family needs and refer to proper resources for assistance;
- Supervise and participate in the evaluation of the teacher aide, parents, and volunteers;
- Collaborate with the classroom family service assistant to ensure that the needs of the family are met;
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Example of Major Functions (continued):

- Assist in planning for transition of children to kindergarten by visiting schools, meeting teachers, developing children's portfolios; and identifying expectations for kindergarten to ensure that children are prepared to meet those expectations; facilitate preparation of food for meal time;
- Establish and maintain positive relationships with parents and involve parents in the planning and implementation of daily program activities as well as involving the parent in the education of their child by providing home activities that are developmentally appropriate;
- Ensure that children's bathrooms are clean and sanitary;
- Recruits families for the Head Start program as required by Performance Standards;
- Participate in recommended training programs, conferences, courses and other aspects of professional growth. Assist and attend public relation events sponsored by the school district, community agency, and/or program.



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HEAD START/ EARLY HEAD START TEACHER II & III 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 Child Development Teacher Permit issued by California Commission on Teacher Credentialing?

☐ Yes ☐ No Issue Date: _____ Expiration Date: _____

3. 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

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

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

Are you interested in being placed on the **Eligibility List for the regular Associate Teacher & Teacher Assistant Trainee** positions? ☐ Yes ☐ No

Are you interested in being placed on our **On- Call/ Substitute Associate Teacher & Teacher Assistant Trainee** Lists? ☐ Yes ☐ No

5. Why do you want to be a pre-school teacher?



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

7. Please describe three (3) lesson plans you have developed; the purpose of each of those lesson plan; include when, how and where they were implemented? *Attach additional sheets if necessary.*

8. What strategies have you used to manage children with special educational needs?

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.