



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 CLASSROOM SUBSTITUTES

DATE POSTED: APRIL 11, 2016

APPLICATION DEADLINE:

CONTINUOUS POSTING

Substitute Teacher Aide \$10.50/hr.

(Successfully completed at least six (6) units CD/ECE with a grade of C or higher; or ROP Certificate, and no degree)

Substitute Associate Teacher \$11.53/hr.

(Possesses a valid Associate Teacher Permit or higher)

Substitute Teacher \$15.27/hr.

(Possesses a valid Teacher Permit or higher plus an Associate's or Bachelor's Degree)

Union Status: NON-UNION

Hours of Work: VARIOUS HOURS

Location: VARIOUS LOCATIONS

Status/ Hours: On-Call / Non- Exempt

No. of Weeks: N/A

Dept./ Program: Head Start/ Areas 1, 2, 3

Basic Job Assignment:

Under the supervision of the Site Supervisor, or Teacher, assists in the instruction of the pre-school aged children.

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 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. In addition, the candidate should be approachable and collaboratively be a team player.

Qualifications:

- Knowledge of appropriate child development theories and practices;
- Ability to create and maintain a safe learning environment for children and others; Ability to work effectively with children, parents, family, and community;
- Effective oral and written communication skills;
- Certification in Pediatric First Aid and CPR must be met within 90 days of assignment.
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical).

1) For **Substitute Teacher Aide**, a typical way of obtaining the knowledge, skills and abilities outlined above is completion of six (6) units of early childhood education or child development (with a grade of "C" or better) from an accredited college/university; or four (4) months of ROP Training in a Child Development Program;

2) For **Substitute Associate Teacher**: possession of a valid Associate Teacher permit;

3) For **Substitute Teacher**, completion of an **Associate's or Bachelor's degree** from an accredited college/university; plus possession of a valid Teacher permit.



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Example of Major Functions:

- Assists 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;
- Assists in developing and maintaining a safe and pleasing environment for the children which facilitates their ability to grow physically, socially, emotionally, and intellectually;
- Provides breaks and planning time for Teacher and Teacher Associate;
- Assists in screening each child using appropriate assessment tools;
- Assists in developing IEP's for children with special needs;
- Prepares monthly reports on attendance, excused absences, daily sign in/out sheets, in-kind, CACFP meal count;
- 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;
- Conducts 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;
- Supervises outdoor play environment and field trips;
- Assists in ensuring the safety of the classroom as well as the outdoor playground;
- Provides emotional support and encourages high self-esteem in the children;
- Performs other related duties as assigned.



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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/mailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications 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 official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

- Official Transcript from an accredited college/university and/or credential must accompany the employment application
- An associate teacher and/or teacher permit from San Diego County Office of Education if you obtain one

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:

NONE

INTRODUCTORY PERIOD:

NOT APPLICABLE

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