



# 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

### HOME-BASED SUPERVISOR EARLY HEAD START

**DATE POSTED:** AUGUST 2, 2016

**APPLICATION DEADLINE:** Open Until Filled

**Position no./ Range:** 4058/ 50.50

**Union Status:** Non- Union

**Starting Pay/ Range:** \$21.27-\$23.48

**Status/ Hours:** FT/Exempt

**Hours of Work:** 8-5pm

**No. of Weeks:** 48 weeks

**Location:** 286 Euclid Avenue Suite 308 SD CA 92114.

**Dept/ Program:** HOME-BASED-EARLY HEAD START

#### Basic Job Assignment:

Under supervision of the Home-Based Area Director, supervises all aspects of day-to-day operations of a Home-Based Program Option; provides ERSEA oversight and case management services. The incumbent develops and provides social work systems, casework consultation/training and assists in strategies to access community resources within the local communities. The Home-Based Early Head Start Supervisor must adhere to the core values of the Agency and NAEYC Code of Ethical Conduct for Early Childhood Practitioners and Professional Practice, required Head Start competencies, National Association of Social Workers Code of Ethics or other professional codes.

#### Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of and ability to understand the principles of program supervision, and evidence-based family support practices; human development, especially social and emotional development of children and adults; Principles and practices of program administration, including budgeting; Fiscal management and knowledge of local, state, and federal regulations respective to areas of responsibility including but not limited to ERSEA procedures for support service staff and Performance Standards. The ability to work effectively and respectfully with staff and families; exercise sound, independent judgment within general policy and procedural guidelines; Operate a computer, spreadsheet and database software applications, and operate other standard office equipment; communicate clearly and concisely both orally and in writing with people of various educational, socio-economic, and cultural backgrounds.

#### Qualifications:

- Associate's Degree in child development/early childhood education plus a Site Supervisor (or Program Director) permit; **AND** must have two years class teaching experience;
- six (6) units of administration, two (2) units of adult supervision, **OR**
- Bachelor's Degree with 12 units of ECE, three (3) units of supervised field experience in early childhood education setting **OR**
- Teaching or Administrative Credential with 12 units of ECE, plus three (3) units supervised field experience plus Site Supervisor (or Program Director) permit and one (1) year of classroom teaching experience, coupled with adult supervisory experience.
- Must have successfully completed at least 3 semester units related to the care of infants and toddler and the above reference experience must be in an infant/toddler center.
- 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) as well as provide proof of immunity to measles and pertussis, and must obtain an influenza vaccination, or provide a medical exemption.



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

- Supervises all aspects of day-to-day operations of a Home-Based Program Option;
- Supervises and leads a team of Early Head Start Home Visitors;
- Plans, organizes, controls, integrates and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve goals and objectives;
- Participates in the development of and monitors performance against the annual section budget;
- Supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards;
- Plans and evaluates the performance of staff; establishes performance requirements/personal development targets;
- Regularly monitors performance and provides coaching for performance improvement and development;
- In collaboration with Human Resources, takes disciplinary action to address performance deficiencies, in accordance with the Association's personnel policies;
- Ensures that the curriculum is developmentally appropriate and focuses on the needs of the individual child;
- Monitors instruction and assists Home Visitors in the acquisition of knowledge and skills for effectively delivering a developmentally appropriate curriculum;
- Reviews educational screenings and assessment plans for individual children and Family Lesson Plans;
- Establishes and communicates program goals, objectives and strategies;
- Implements systems to ensure children's attendance is accurately recorded and forwarded to the CEU for PROMIS input;
- Collaborates with multidisciplinary team members and community-based agencies and organizations to ensure delivery of needed services to children and families;
- Facilitates mainstreaming children with special needs;
- Monitors home visit instruction and assists Home Visitors in the acquisition of knowledge and skills for effectively delivering a developmentally appropriate curriculum;
- Coordinates home visits;
- Develops and manages Home-Based budget;
- Initiates and maintains community partnerships and collaborations;
- Participates in developing and conducting the community assessment;
- Recruits and screens applications and enrollment of center children including children with disabilities;
- Provides assistance to families interested in becoming self-sufficient;
- Coordinates parent meetings and trainings;
- Monitor classroom experience during Socialization;
- Coordinate and monitor Family Engagement Activity Days;
- Requisitions supplies and services to support center operations;
- Conducts staff meetings, convenes parent meetings, open house, and other community meetings as appropriate;
- Recruits families for the Early Head Start Program as required by Performance Standards;
- Assists in facilitating and implementing weekly Family Lesson Plans which integrate activities that are developmentally appropriate for infant/toddler children that reflect NHA Child Development Program and Early Head Start curriculum and philosophy, and comply with the Performance Standards and Title V of the Education Code.



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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/mailed to: [recruiting@neighborhoodhouse.org](mailto: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.

- ***Please submit a DMV H-6 printout with your application.***

**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 employees 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.

### **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**