



# 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

### ASSISTANT SITE SUPERVISOR

**\*\*INTERNAL POSTING FOR CURRENT NHA EMPLOYEES ONLY\*\***

**DATE POSTED:** February 1, 2017

**APPLICATION DEADLINE:** February 15, 2017

**Position no. / Range:** 1246/ 47.00

**Starting Pay/ Range:** \$17.89-\$19.75

**Hours of Work:** 8:00am-5:00pm

**Location:** 808 West Cedar St. SD, CA 92101

**Union Status:** Non- Union

**Status/ Hours:** FT / Exempt

**No. of Weeks:** 45 weeks

**Dept. / Program:** Area 1/ STEM Head Start

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

Under supervision of the Site Supervisor, the Assistant Site Supervisor will assist in the day-to-day operations of a center-based program; adheres to the core values of the Agency and NAEYC Code of Ethical Conduct for Early Childhood Practitioners and Professional Practice, Performance Standards, 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 the principles of program supervision; 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 Head Start Performance Standards. The ideal candidate will have the ability to work effectively and respectfully with staff and families; exercise sound, independent judgment within general policy and procedural guidelines; Proficiently operate a computer, spreadsheet, database software applications, and operate other standard office equipment; communicate clearly and concisely both orally and in writing primarily in English with people of various educational, socio-economic, and cultural backgrounds. Also, the ideal candidate must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- A Bachelor's Degree with 12 units of ECE **AND** three (3) units of supervised field experience in an early childhood education setting required; **OR**
- Possession of a Teaching or Administrative Credential with 12 units of ECE; **PLUS**
  - Three (3) units supervised field experience;
  - Three (3) units of infants and toddlers;
  - Site Supervisor Permit;
  - One (1) year of classroom teaching experience coupled with adult supervisory experience;
- Must meet / maintain state law / county licensing requirements regarding employment in a child care center including:
  - Fingerprints / background clearance;
  - TB test/ clearance and Physical exam;



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- Proof of immunity to Measles and Pertussis;
- Must obtain an influenza vaccination **OR** provide a medical exemption;

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

- Assists in all aspects of day-to-day operations of a center-based program;
- Assist in supervising and leading a team of master teachers, teachers; associate teachers and teacher assistants trainees;
- Assists in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards;
- Assists in planning and evaluating the performance of staff; establishes performance requirements and personal development targets;
- Ensures that the classroom curriculum is developmentally appropriate and focuses on the needs of the individual child;
- Assists in monitoring classroom instruction and assists teachers in the acquisition of knowledge and skills for effectively delivering a developmentally appropriate curriculum;
- Assists in reviewing educational assessment plans for individual children and classroom lesson plans;
- Assists in establishing and communicating program goals, objectives and strategies;
- Assists in implementing systems to insure children's attendance is accurately recorded and forwarded to the CEU for PROMIS input;
- Assists in mainstreaming children with special needs;
- Monitors classroom instruction and assists teachers in the acquisition of knowledge and skills for effectively delivering a developmentally appropriate curriculum;
- Assists in coordinating home visits, parent meetings and trainings;
- Assists in Initiating and maintaining community partnerships and collaborations;
- Assist in ensuring classroom child/adult ratio in compliance with state, local, and federal standards;
- Recruits families for the Head Start Program as required by Performance Standards;
- 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. 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 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.

**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.

**\*Medical and dental benefits are provided to regular employees who work a minimum of 30 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**



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### SUPPLEMENTAL QUESTIONNAIRE

#### ASSISTANT SITE SUPERVISOR

#### IMPORTANT INFORMATION & INSTRUCTIONS

This supplemental application is designed to provide you with the opportunity explain your background and qualifications for the position of **Assistant Site Supervisor** in more detail. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. Please complete each section fully. The most suitable candidates will be invited to participate in other examination segments of the selection process. Your response to each of the questions must be **no longer than** one (8.5" x 11") type-written or legibly printed.

**Additional pages will not be considered.**

Illegible, incomplete, or vague responses may disqualify your application, or reduce the credit given for your qualifications.

**RESUMES, OR REFERRAL TO A RESUME IN LIEU OF A RESPONSE ON AN APPLICATION, ARE NOT ACCEPTABLE.**

All sample material submitted with the supplemental application for our review **will not be returned.**

1. What are you looking for in your next job? What is important to you?
2. Do you have experience working with Infant and/or Toddlers in a licensed facility? If so, how many years of experience?
3. Please provide an example of your ability to develop, implement, and monitor work plans to achieve assigned goals and objectives.
4. Please describe the processes you have used to ensure that the classroom curriculum was developmentally appropriate and focuses on the needs of the individual child.
5. Have you ever had to deal with a staff member who wasn't following established protocols? What did you do and what was the outcome?
6. Describe your computer application skills. List, by name, the software applications with which you have experience and indicate your level of proficiency with each one listed.

#### 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: \_\_\_\_\_