



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 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.

Position no./ Range: 1143/ 47.50
Starting Pay/ Range: \$19.83-\$21.89
Hours of Work: TBD
Location: TBD

Union Status: Union
Status/ Hours: FT /Non- Exempt
No. Weeks: 42 Head Start/48 or 51 (EHS)
Dept./ Program: Head Start/EHS

Basic Job Assignment:

Under the supervision of the Site Supervisor and/or Assistant Site Supervisor the teacher leads a classroom of toddler 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 a solid understanding of appropriate child development theories and practices; 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; To 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; has excellent written communication skills; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- Bachelor's Degree in Child Development/Early Childhood Education or related field; **AND**
- Early Child Development Teacher Permit or higher; **AND**
- Completed a course of 3 units of infants in toddlers (a grade C or better); **AND**
- At least (1) one year experience in a licensed Child Development infant/toddler setting; **AND**
- 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) 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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- **PHYSICAL & MENTAL DEMANDS:** Employee is required to stand, bend or stoop for long periods of time; sit, stand, talk, hear, use hands to finger, handle and feel computers and other standard office equipment, and reach with hands and arms. This job includes close vision and the ability to adjust focus; use written and oral communications skills; read and interpret information and documents; analyze and solve problems; observe and interpret people and situations.

Example of Major Functions:

- Develops and implements weekly lesson plans for Toddler children;
- Interacts and socializes with children;
- Provides a safe, nurturing, and pleasing environment for the children;
- Screens and assesses each child using appropriate screening/ assessment tools;
- Develops individualized educational plans for each child based on developmental assessments;
- Identifies and refers children with special needs;
- Ensures that child care routines are carried out in manner that is prompt, hygienic and consistent with good child development principles including routines related to bathroom use, diapering change, hand washing, tooth brushing, eating and transitioning between activities;
- Completes daily health check; ensures 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; operates the classroom in compliance with all child care licensing standards;
- Completes daily anecdotal notes, observations, work samples and gathers information to create a portfolio for each child.
- Conducts home visits, parent teacher conferences, and inputs on PROMIS system and progress notes on child's file.
- Integrates activities that are developmentally appropriate for toddler children and that reflect the NHA Child Development Program, Early Head Start curriculum and philosophy, and comply with the Performance Standards and Title 5 Education Code;
- Supervises outdoor play environment and parent engagement events;
- Provides emotional support and encourages high self-esteem in the children and parents;
- Maintains written documentation on each child;
- In compliance with requirements for confidentiality; prepares monthly reports on attendance, excused absences, daily sign in/out sheets, in-kind, CACFP meal count; participates in cross-component tasks; works with community resources to identify child/family needs and refers to proper resources for assistance; supervises and participates in the evaluation of Associate Teachers, parents, volunteers and other classroom aides;
- Must have computer skills;
- Communicate effectively both oral and written;
- 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.

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

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IMPORTANT INFORMATION & INSTRUCTIONS

This supplemental application is designed to provide you with the opportunity explain your background and qualifications for the position of **Teacher** 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 (12 pt standard type). **Additional pages will not be considered.**

RESUMES, OR REFERRAL TO A RESUME IN LIEU OF A RESPONSE ON AN APPLICATION, ARE NOT ACCEPTABLE. Illegible, incomplete, or vague responses may disqualify your application, or reduce the credit given for your qualifications.

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

1. Why do you want to be a Toddler/Preschool teacher?
2. What have you done in the last twelve (12) months to enhance your education/knowledge in the field of child development/early childhood education?
3. Please describe three (3) lesson plans you have developed; the purpose of each of those lesson plan; include when, how and where they were implement.
4. What strategies have you used to manage children with special educational needs?
5. 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: _____