



# 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

### ASSOCIATE TEACHER (HEAD START)

**APPLICATION DEADLINE: CONTINUOUS POSTING**

Continuous postings accept applications on an ongoing basis. There may or may not be current vacancies at the time of posting and application. Applications are used to build an eligibility list of approved candidates. Approved applications remain on file for one year.

**Position No. / Range:** 0444/ 40.50

**Starting Pay/ Range:** \$14.03-\$15.49 p. hr.

**Hours of Operation:** 8:00a- 5:00p

**Dept. / Program:** Head Start

**Union Status:** Union

**Status/ Hours:** FT / Non- Exempt

**No. of Weeks:** 42

**Age Range:** 3 – 5 years

***This position is being hired for various locations including Floater Associate Teachers that will be required to travel to multiple locations depending on the need.***

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

Under the supervision of the Site Supervisor, and when appropriate, under the guidance of a master teacher and/or teacher, assists in the instruction of preschool 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; has the ability to communicate effectively orally and in writing with staff, managers, clients/ participants, and individuals of varying levels outside of the organization; has the ability to establish and maintain effective working relationships with all levels of Association management, employees, parents, and others encountered in the course of work; has the demonstrated ability and skills to create and maintain a safe learning environment for children and others; is willing to work effectively with parents, families, and childcare providers and be sensitive to the needs of culturally and ethnically diverse groups; has the demonstrated skills and ability to 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; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- A minimum of twelve (12) units of Early Childhood Education/Child Development is required and an unofficial copy of transcripts must be attached to the employment application; **AND**
- Associate Teacher Permit required and a copy of the permit must be attached to the employment application; **AND**
- A minimum of at least six (6) months experience in a licensed preschool facility;



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- Current Certification in CPR/ Pediatric First Aid or the ability to obtain within the first 90 days of employment required;
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center including fingerprints, TB, and physical examination as well as provide proof of immunity to measles and pertussis, and must obtain an influenza vaccination, or provide a medical exemption;
- Associate's or Bachelor's degree in Early Childhood Education/ Child Development preferred;

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

- Assist in developing weekly lesson plans which integrate activities that are developmentally appropriate for infants and toddler children, reflect an integrated Early Head Start curriculum and philosophy, and comply with the Performance Standards;
- Recruits families for the Program as required by Performance Standards;
- Assist in developing and maintaining a safe and pleasing environment for the children which facilitates their ability to grow physically, socially, emotionally, and intellectually;
- Assist in screening each child using appropriate assessment tools, and apply the requisite knowledge and skills in translating those assessments into appropriate lesson plans to meet the needs of each child;
- Assist in developing Individual Education Plans for children with special needs;
- Assist in preparing monthly reports on attendance, excused absences, daily sign in/out sheets, in-kind, CACFP meal count, fluoride tracking, health and safety checklist, etc.
- Complete forms such as writing anecdotal notes/observations, Home Visit, Parent/Teacher Conference, Classroom Meeting, training reports and agendas, Ouch Reports, Parent Engagement Permission Slips, and milestones.
- Assist in ensuring that daily hygiene needs are met by modeling such routines as tooth brushing, hand washing, use of the bathroom, and meal times;
- Assist in ensuring the safety of the classroom as well as the outdoor playground;
- Provide emotional support and encourage high self-esteem in the children;



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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). 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.*

### **ABOUT NHA**

The neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

### **BENEFITS:**

Eligible employees receive the following benefits: Vacation;

- Sick leave;
- 13 paid holidays;
- Two (2) personal days;
- Four (4) days annual bereavement leave;
- 401K Retirement Plan;
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Social Security;

*\*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**