



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

To enrich lives through a continuum of education and wellness services.

JOB ANNOUNCEMENT

PROGRAM ASSISTANT – PARENT ENGAGEMENT

DATE POSTED: November 29, 2018 **APPLICATION DEADLINE:** OPEN UNTIL FILLED

Position #/ Range:	4137/ 46.00	Union Status:	Non-Union
Starting Pay/ Range:	\$17.96 - \$19.34 p. hr.	Status/Hours:	FT/ Non- Exempt
Hours of Work:	Monday- Friday 8:30 a.m. - 5:30 p.m.	# of Weeks:	48
Location:	2820 Camino Del Rio S. Ste. 212	Dept./Program:	Head Start

Basic Job Assignment:

Under the direction of the Area Director, the Program Assistant-Parent Engagement position manages a wide range of projects and activities designed to implement an integrated multi-faceted parent engagement service delivery system.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Federal, state and local laws and regulations applicable to the Head Start program, and the assigned areas of responsibility and expertise; Head Start Program Performance Standards and Head Start Act; NHA goals, objectives, policies and procedures; Child development theories/strategies, and community resources and adult learning concepts. The ideal candidate will also have the ability to operate a computer terminal and/or computer using word processing, spreadsheet, database and other standard business software; type accurately at a speed necessary to meet the requirements of the position; organize, set priorities and exercise sound independent judgment within areas of responsibility; interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules, policies, and procedures; instruct and train individuals in a group setting and one-on-one; communicate clearly and effectively orally and in writing; maintain sensitive and confidential information; Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers; and Establish and maintain highly effective working relationships with officials, staff, the public and others encountered in the course of work. The incumbent must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- A minimum of an Associate's Degree in Child Development or closely related field required; **OR** a minimum of three (3) years of increasingly responsible experience providing direct services to low income children and families of diverse cultural backgrounds and experience in the design, planning and implementation of parent engagement activities is required.;
- A minimum of three (3) years' experience in a program that emphasizes the parent's role in the child's development; capability to communicate with persons from diverse backgrounds;
- Prior experience with community based groups and/or parent groups is preferred;
- Experience as a trainer preferred;



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Example of Major Functions:

- Work with program staff to implement the policies/procedures and practices designed to ensure compliance with the HS Performance Standards and Head Start Act and meet the goals, objectives, and outcomes of the Family and Community Engagement Framework by integrating family engagement strategies into all systems and program services;
- Responsible for coordinating family engagement services to children and families enrolled in the Head Start and Early Head Start program options;
- Plan, develop and deliver Family Engagement training for staff and parents;
- Collaborate with staff to promote parent engagement by helping to plan and implement parent meetings, workshops, parent conferences, training, and other activities that meet the needs and interests of families
- Plans and organizes family engagement outreach, programs and activities;
- Evaluates and develop trainings/workshops to help parents/families participate more effectively in school readiness activities;
- Confers effectively with appropriate site personnel, parents and community agencies to increase parent engagement;
- Prepares materials for parent engagement activities;
- Attends and assists with Area Parent Advisory Committees;
- Participates in professional development opportunities;
- Keeps abreast of development and research in the professional area of Parent Engagement;
- Facilitates or leads parent engagement activities;
- Coordinate, monitor and report all program data related to Parent Engagement;
- Develop and implement annual leadership training for Head Start/Early Head Start parents; track and monitor parent training requests;
- Encourage and partner with Head Start parents as they become and/or remain actively engaged in Head Start activities;
- Orients parents in the philosophy, policies, and practices of parent engagement in the Head Start Program;
- Promote and support engagement of parents/guardians in Parent Committees and Policy Council;
- Coordinates with grantee Specialists in arranging for experts in diverse subject matter to provide workshops and training sessions;
- Provide staff assistance to help plan, implement, evaluate and report on program activities;
- Assists in the development and updating Standard Operating Procedures (SOPs);
- Updates resource materials when needed;
- Assists in pre-service and in-service trainings;
- Design family engagement activities to help families participate more effectively in improving their children's learning;
- Help staff and families develop strong partnerships and enhance communications;
- Maintains records of work activity and the family engagement resource office;



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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. 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. 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 a six (6) month 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