



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 – TRAINING & STAFF DEVELOPMENT

DATE POSTED: December 13, 2018 **APPLICATION DEADLINE:** OPEN UNTIL FILLED

Position #/Range:	5503/46.0	Union Status:	Non-Union
Starting Pay Range:	\$17.96 - \$19.83 p. hr.	Status/Hours:	FT/Non-Exempt
Hours of Work:	8:00 a.m. - 5:00 p.m.	No. of Weeks:	50
Location:	5660 Copley Dr. San Diego, CA 92111	Dept./Program:	Head Start Program

Basic Job Assignment:

Under direct supervision of the Associate Vice President of Training, Research, and Professional Development, or designee, performs specialized paraprofessional level duties to support professional development activities, Practice Based Coaching for site staff, and training; assist in mentor coaching to identify, develop and implement strategies to increase early childhood educator competencies to promote the cognitive, social, emotional and physical development of Head Start Program children and their families; and performs related work as assigned.

Employment Requirements:

The ideal candidate is a self-motivated, team player who possesses a solid knowledge and understanding of: Modern theories, methods and practices of Early Childhood Education and Child Development; Modern theories, methods and practices of assigned areas of responsibility and expertise, including early childhood education, adult learning; professional relationship approach, and reflective practices; 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; Goals, objectives, policies and procedures of the NHA Head Start Program; Modern theories, principles and practices of mentor coaching, training, and professional development; Record keeping and filing practices and procedures. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility; Interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; Act in support of Mentor Coaching Team, instruct, and train individuals one-on-one, and in group settings; Communicate effectively orally and in writing; Prepare clear, concise and accurate reports, correspondence and other written materials; Exercise tact, objectivity, sensitivity, strategy and judgment in dealing with volunteers, parents and staff; Organize and maintain specialized documentation.

Qualifications:

- Graduation from an accredited college with an AA degree in Child Development or related field; **OR**
- A minimum of three (3) years of experience providing direct services to low income children and families of diverse cultural backgrounds or an equivalent combination of education, training and experience.
- CPR and First Aid Certification must be met within 90 days of employment;
- Bilingual (Spanish) and bicultural capabilities preferred;
- Must meet and maintain state law and county licensing requirements regarding employment in a childcare center (fingerprints, immunizations, TB, physical).



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

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

JOB ANNOUNCEMENT

Example of Major Functions:

- Participates as a paraprofessional member of the Mentor Coaching Team of Training and Staff Development, and engages in identifying, assessing, planning and implementing mentor coaching for education staff to increase their direct services competencies with children and families;
- Provides ongoing assistance, support and guidance to the Mentor Coaching Team and site staff in assigned areas of expertise;
- Assists in the assessment of early childhood educators in learning environment, high quality teacher and child interactions;
- Provides mentor coaching services onsite, and in classrooms;
- Assists early childhood educators in problem solving in assigned areas of expertise;
- Acts as a resource to recommend site referrals for in-agency education supports;
- In assigned areas of expertise, informs and educates early childhood educators about developmental assessment of: approaches to learning, social and emotional development, language and literacy, dual language learning, cognition, perceptual, motor, and physical development;
- With team leader approval, implements assessment procedures, mentor coaching procedures, and subsequent meetings and activities;
- Collaborates with other team members and program staff on the status and progress of mentor coaching;
- Discusses mentor coaching participant progress and recommends next steps within scope of responsibility and expertise;
- Conducts classroom observations to assess staff training needs in the areas of assigned responsibility and expertise;
- Facilitates teaching staff reflective practice, and demonstrates curriculum resources to teaching staff based on assessments;
- Participates in the development and dissemination of information and materials relative to subject matter within the within Mentor Coaching Teams' areas of responsibility;
- Interprets provisions of the Head Start Performance Standards for mentor coaching, and training;
- Provides in-service and pre-service training;
- Documents mentor coaching participant progress and performs various other administrative duties;
- Prepares and submits mentor coaching, and training related documentation;
- Maintains complete and current records of activities, and prepares status reports;
- Monitors records and reports of program services to mentor coaching participants;
- May act as a mentor coach team liaison to assigned site;
- Participates in mentor coaching and training promotion activities;
- Serves as a subject matter expert in one or more areas including: approaches to learning, social and emotional development, language and literacy, cognition, perceptual motor, physical development, dual language learning, training and career development.



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

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

JOB ANNOUNCEMENT

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 six (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