



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

PROGRAM SPECIALIST – QUALITY ASSURANCE

DATE POSTED: February 13, 2019

APPLICATION DEADLINE: Open Until Filled

Position #/Range: 0022/50.01

Union Status: Non-Union

Starting Pay Range: \$24.00 per hour

Status/ Hours: FT/Exempt

Hours of Work: Monday- Friday: 8:00 a.m. - 5:00 p.m.

of Weeks: 46

Location: 841 S. 41st Street – San Diego, CA 92113

Dept/Program: Head Start/QA

Basic Job Assignment:

Under the direction of the Senior Director – QA & Purchasing monitors classrooms in accordance with NHA's Head Start and Early Head Start monitoring plan, procedures, and instruments for noncompliance of Head Start Standard Operating Procedures (SOP); interprets provisions of the Head Start Performance Standards for staff, parents, and the community; provides follow-up procedures for staff when appropriate.

Employment Requirements:

The ideal candidate will have extensive knowledge of and experience in: Methods and practices of Early Childhood Education and Child Development; methods and practices of assigned areas of responsibility and expertise, including early childhood education, social services, emotional and/or physical health, and learning and/or physical disabilities; 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; Goals, objectives, policies and procedures of the NHA Head start Program; modern theories, principles and practices of supervision, including training and staff development; record keeping and filing practices and procedures; Organize, set priorities and exercise sound independent judgement within areas of assigned responsibility; interpret, apply, explain and reach sound decisions in accordance with Program regulations, policies and procedures; Instruct and train individuals in a group setting and one-on-one; communicate effectively orally and in writing; prepare clear, concise and accurate reports, correspondence and other written materials; exercise tact, objectivity, sensitivity, strategy and judgement in dealing with volunteers, parents and staff; organize and maintain specialized documentation.

Qualifications:

- Bachelor's Degree from an accredited college or university with a major in Child Development, Human Development, Education, Social Work, Psychology, or a related field; **OR**
- Three (3) years of progressively responsible experience providing direct services to low income children and families of diverse cultural backgrounds; **AND**
- Valid California Driver's License;
- Must meet and maintain state law and county licensing requirements regarding employment in a childcare center (fingerprints, TB, physical, immunizations).



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Examples of Essential Functions:

- Participates as a member of the Quality Assurance/Legal Unit, duties will be to monitor classrooms in accordance with NHA's Head Start and Early Head Start monitoring plan, procedures, and instruments for noncompliance of Head Start Standard Operating Procedures (SOP);
- Provides ongoing assistance, support and guidance to center and area staff in the interpretation of the Head Start Performance Standards for staff, parents, and the community; provides follow-up procedures for staff when appropriate;
- Will review selected program and manage areas such as Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA), State Licensing, Health & Safety, Daily Inspection, and Recordkeeping;
- Conducts unannounced and/or announced visits to sites to ensure compliance with local, state, and federal regulations;
- Works as a team to build consensus on noncompliance concern;
- Prepares regular and special status reports; writing; monitor records and reports of program services to children and families;
- Serves as a subject matter expert in one or more areas, including education, health, social services, special needs/disabilities, mental health, training and career development for staff and center directors;
- May be assigned lead/supervisory responsibilities for a widely diverse team of technical and professional staff;
- All other 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/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.

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.

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