



# 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

### TEACHER ASSISTANT TRAINEE (TAT) - (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 application. Applications are used to build an eligibility list of approved candidates. Approved applications remain on file for one year.

**Position no. / Range:** 9969/ 34.00  
**Starting Pay:** \$12.00 p. hr.  
**No. of Weeks:** 42  
**Age Range:** 3 – 5 years

**Union Status:** Union  
**Status/ Hours:** Part Time/ Non- Exempt  
**Hours of Work:** 8:00am- 1:00pm  
**Dept. Program:** Head Start

**The following locations have current vacancies as of January 23, 2018:**

- **Johnson** (5760 Luber St. San Diego, CA 92114)
- **Urban Village II** (4305 University Ave. San Diego, CA 92105)
- **Clairemont** (4271 Clairemont Mesa Blvd. San Diego, CA 92117)
- **STEM** (808 W. Cedar St. San Diego, CA 92101)
- **Miller** (4343 Shields St. San Diego, CA 92124)
- **Walker** (9245 Hillery Dr. San Diego, CA 92126)
- **Webster** (2930 Marcy Ave. San Diego, CA 92113)

**Basic Job Assignment:**

Under the supervision of the Site Supervisor (or designated teaching staff), the Teacher Assistant Trainee (TAT) assists in the instruction of pre-school age children and provides an environment and experiences that maximize learning of each child at his/ her individual level of development.

**Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a genuine interest in Early Childhood Education and Child Development theories and practices; adult learning principles and the Family Child Care philosophy; Federal, state and local laws and regulations applicable to the Head Start program; Head Start Program Performance Standards; goals, objectives, policies and procedures of the NHA Head Start program. The ideal candidate will also have 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; assist in creating and maintaining a safe learning environment for children and others; is well organized, coachable, punctual, and dependable; Communicate effectively orally and in writing; Operate a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment. In addition, the candidate should



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be approachable a collaborative team player, and has demonstrated experience working and effectively communicating with culturally and ethnically diverse, low income or no income clients and unique populations.

### **Qualifications:**

- A minimum of a High School Diploma, G.E.D. equivalency or High School Proficiency Certificate required;
- A minimum of six (6) units of Child Development (CD) or Early Childhood Education (ECE) at an accredited college or university (with at least a grade of "C") highly recommended upon hire or the ability to obtain within the first twelve (12) months of employment required and an unofficial copy of transcripts must be attached to the employment application if applicable;
- A passion for working with preschool age children 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;
- Current Certification in CPR/ Pediatric First Aid or the ability to obtain within the first 90 days of employment required;

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

- Assists in the instruction of the pre-school aged children;
- Provides a safe, nurturing, and pleasing environment for the children;
- Interacts and socializes with children;
- Assist in implementing weekly lesson plans;
- Aid in developing and maintaining a safe and pleasing environment for the children which facilitates their ability to grow physically, socially, emotionally, and intellectually;
- Assists in administering the screening of each child using appropriate assessment tools;
- Assists in ensuring that daily hygiene needs are met by modeling such routines as tooth brushing, hand washing, use of the bathroom, and meal times;
- Assists in ensuring the safety and supervision of the classroom, outdoor playground, and parent engagement;
- Assist in providing emotional support and encourages high self-esteem in the children;
- Participates in required training;
- Administers first aid when needed;
- Observes the development of IEP's for children with special needs;
- Assist with the preparation of monthly reports on attendance, excused absences, daily sign in/put sheets, in-kind and CACFP meal count;
- May help with conducting home visits and parent/teacher conferences;
- Participates in cross-component tasks; works with community resources to identify child/family needs and refer to proper resources for assistance;



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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). 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](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any supplemental application questions 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 transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. 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.**