



# 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 (EARLY HEAD START) - ALCOTT

#### 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.

<b>Position No. / Range:</b>	0444/ 39.50	<b>Union Status:</b>	Union
<b>Starting Pay/ Range:</b>	\$12.54-\$13.84 p. hr.	<b>Status/ Hours:</b>	FT / Non- Exempt
<b>Hours of Work:</b>	8:00a- 5:00p	<b>No. of Positions/ Weeks:</b>	1 /52
<b>Location:</b>	First Step (804 San Pasqual St. SD, CA 92113)	<b>Dept. / Program:</b>	Early Head Start

#### **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 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; 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; create and maintain a safe learning environment for children and others; To work effectively with parents, families, and childcare providers and be sensitive to the needs of culturally and ethnically diverse groups; 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; has excellent written communication skills; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications for Early Head Start:**

- Twelve (12) units of early childhood education/child development; at least 3 or 6 semester units related to the care of Infants/ Toddlers; **AND**
- Associate Teacher Permit; **AND**
- At least 6 months experience in a licensed Infant/ Toddler care center;
- Current Certification in pediatric first aid and CPR or the ability to obtain within 90 days of employment;



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- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical) 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 ECE/CD highly desirable;

### **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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### SUPPLEMENTAL APPLICATION QUESTIONS

Please be sure to answer the following questions in a thorough and complete manner. Please do not indicate **"See Resume"** as this is not an acceptable answer. Please note that if you are invited to a selection interview(s) your responses may be subject to verification. Do you understand this information?  Yes  No

1. What are you looking for in your next job? What is important to you?

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2. What is a "Lesson Plan"? What experience do you have preparing and/or implementing a lesson plan?

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3. Tell us how you help develop and maintain a safe and pleasing environment for the children in your current or past employment?

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### CERTIFICATION

I hereby certify that all statements made in this supplemental questionnaire are true and complete, and understand that any misstatements of material facts will subject me to disqualification and/or dismissal.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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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/mailed 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**