

# JOB ANNOUNCEMENT BULLETIN



**NEIGHBORHOOD HOUSE ASSOCIATION**  
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

## **ASSOCIATE TEACHER 0444-0109 OC**

**SALARY:** Range: 39.5 \$11.5413 - \$12.7395 Per Hour

**FILING DEADLINE:**

**Several positions currently available with Neighborhood House Association Head Start Program.**

**Applications are being accepted on a continuous basis.** Applications may be obtained and submitted at the above address and at 841 S. 41<sup>st</sup> Street, San Diego; or you may refer to the website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

**DUTIES:**

Under the supervision of the Center Director, Master Teacher and/ or Teacher, assists in the instruction of pre-school aged children. Assists in developing weekly lesson plans; assists in developing and maintaining a safe and pleasing environment for children; assists in screening each child using appropriate assessment tools; assists in developing IEP's for children with special needs; assists in ensuring daily hygiene needs are met; assists in preparing monthly reports on attendance, excused absences, daily sign in/out sheets; assists in conducting home visits and parent/teacher conferences; collaborates with the classroom Family Services Assistant to ensure that the needs of the family are met; prepares food for children's meal times, washes dishes, and maintains cleanliness of children's bathroom and classroom environment; administers basic first aid; participates in Family Support Team meetings and documents necessary information in the children's files. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Experience & Training:** At least twelve (12) units of Early Childhood Education/Child Development including Associate Teacher permit. Fifty (50) days of experience in a childcare education program working at least three hours per day within the last two years.

**Knowledge of:** Must have knowledge of appropriate child development theories and practices; must be computer literate.

**Ability to:** Create and maintain a safe learning environment for children and others; work effectively with children, parents, family, and community. Demonstrate effective oral and written communication skills. Must be sensitive to the needs of culturally and ethnically diverse groups.

**LICENSES & CERTIFICATION:**

**Certification in Pediatric First Aid, CPR and Food Handling must be met within 90 days of employment.** Must meet and maintain State law and County licensing requirements regarding employment in a child care center (fingerprints, TB, and physical).

**Teaching permit and transcript must be attached to application to be considered. NOTE: Sealed official transcript will be required prior to placement in position.**

**PHYSICAL & MENTAL DEMANDS:**

Employee is required to stand, bend or stoop for long periods of time; sit, stand, talk or hear in person and by telephone, use hands to finger, handle and feel computers and other standard office equipment, and reach with hands and arms. This job includes close vision and the ability to adjust focus; use written and oral communications skills; read and interpret information and documents; analyze and solve problems; observe and interpret people and situations.

**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

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The provisions of this job announcement do not constitute an express or implied contract.

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**SUBMISSION OF APPLICATIONS**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL**

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

**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.

**HOURS**

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

**INTRODUCTORY PERIOD**

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

**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.