



EMPLOYMENT OPPORTUNITY

NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

ASSOCIATE TEACHER

0444 – 0311 OC

CONTINUOUS POSTING

**SALARY GRADE /
RANGE:**

Range: 39.50

Salary: \$12.11260 - \$13.37005 Per Hour

EMPLOYMENT

“BUILDING OUR ELIGIBILITY LIST FOR TOMORROW’S OPPORTUNITIES”

APPLICATION SUBMITTAL INSTRUCTIONS:

Application and Supplemental Questionnaire must be fully completed (per instructions), signed, dated when submitted. A copy of your Associate Teacher’s Permit and school transcript must be attached to application packet to receive consideration.

Applications and job announcements may be obtained at the above address; 841 South 41st Street, San Diego, CA 92113; or you may refer to www.neighborhoodhouse.org.

NOTE: 1 - Only properly completed and submitted applications will be considered. Notifications will not be sent for applications that do not meet submission requirements. 2 - Applications of candidates who do not meet the stated position requirements will not be considered. Only those considered for interview will be contacted.

JOB DUTIES and RESPONSIBILITIES:

Under the supervision of the Site Supervisor, 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.

QUALIFICATIONS:

Education, Experience & Training: At least an AA Degree in child development/early childhood education from an accredited college or university and an Associate Teacher permit issued by California Commission on Teacher Credentialing. Fifty (50) days of experience in a childcare education program working at least three hours per day within the last two years.

QUALIFICATIONS (continued):

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.

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 sealed official transcript must be attached to application to be considered.

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.

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

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.

SUPPLEMENTAL QUESTIONNAIRE

ASSOCIATE TEACHER

IMPORTANT INFORMATION & INSTRUCTIONS

Every applicant is required to **complete, sign and submit** this supplemental questionnaire. Please attach a separate sheet with your responses. Please limit your response to no more than 2 pages, font no smaller than 11 point.

Please read each question carefully and provide clear and complete responses that accurately detail your education and relevant work experience. The information you provide on the general application and supplemental questionnaire will be used to evaluate your overall qualifications for the position and to determine your eligibility to further compete in the selection and testing process. Successful candidates may be invited to participate in other segments of the selection process.

***The employers and dates of employment that you list on this supplemental questionnaire MUST match employers and dates provided in the work experience section of this employment application.** Failure to provide matching employer and dates of employment will result in your application being tagged as “not qualified” for this recruitment.

Both the application form and the supplemental questionnaire must be legible. Referral to a resume in lieu of a response on the application and/or supplemental questionnaire will not be acceptable. Vague, illegible or incomplete responses may disqualify your application, or reduce the credit given for your qualifications.

1. What are you looking for in your next job? What is important to you?
2. What is a “Lesson Plan”? What experience do you have preparing and/or implementing a lesson plan?
3. Tell us how you help develop and maintain a safe and pleasing environment for the children in your current or past employment? *(Important! Include employer and dates of employment).*
4. Describe a situation (from current or past employment) when working with a team produced more successful results than if you had completed the project on your own. *(Important! Include employer and dates of employment).*
5. Describe your computer skills. List, by name, the software applications with which you have experience and indicate your level of proficiency by software listed:
 - a. Highly proficient and use very frequently;
 - b. Competent; have basic/general knowledge; or
 - c. Somewhat knowledgeable but do not use very frequently.

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.

SIGNATURE _____ DATE _____