

JOB ANNOUNCEMENT BULLETIN



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

HEAD START COORDINATOR (Family and Community Partnership) **9525-0309-OC**

SALARY: Range: 57 \$56,971 - \$62,885 (DOQ)

EMPLOYMENT OPPORTUNITY: One full-time position is available with NHA CACU located at the Copley Administrative Office at 5660 Copley Drive, San Diego.

FILING DEADLINE:

Applications are being accepted until March 20, 2009 at 4:30pm. Applications and job announcements may be obtained at 5660 Copley Drive, San Diego, 92111; or at 841 South 41st Street, San Diego, 92113; or you may refer to our website: www.neighborhoodhouse.org.

DUTIES:

Plans, organizes, coordinates and supervises the work of designated staff; ensures the proper development and monitoring of family and community partnership services for Head Start programs within the area served by the Neighborhood House Association; develop systems to ensure that parent involvement services are supported by staff skilled in helping parents advocate and make decisions for their child and families; develops initial systems to assist parents in becoming advocates as the family transition both into Early Head Start or Head Start and from Head Start to elementary school, a Title 1 of the Elementary and Secondary Education Act preschool, or a child care setting; establish protocols for exist meeting between staff and parents towards the end of a child participation in the program; promote the continued involvement of Head Start parents in the education of their children upon transition to school; monitors proper documentation of the involvement of parents in transitions activities; facilitate parent workshops and discussion groups on parent involvement; conducts on-going evaluations of Head Start family and community partnership services; conducts training courses for Head Start staff; monitors grantee operated programs for compliance with proper family and community partnership standards; performs other related duties as assigned

MINIMUM QUALIFICATIONS:

Education, Experience & Training: Completion of a BS degree program in social work, psychology or closely related field from an accredited school with at least five (5) years of increasingly responsible and related experience and training in social services, psychology, human services or family services or an equivalent combination of training and experience; and two (2) years supervisory experience. Specific experience working with Head Start programs and activities is highly desirable;

Knowledge of: Principles of supervision; Head Start programs and functions; early childhood development; social, human, or family services; parent education techniques; challenges and needs of low-income families; staff development and training; Head Start Performance Standards related to area of expertise

Ability to: Plan and administer the required program services for children and families; coordinate program of activities with staff in other content area and in other community agencies; engage in ongoing assessment of the quality of services provided; communicate effectively with others, including giving and receiving feedback on the quality of services; cooperate successfully as a member of a team; provide staff training and development, including on-site consultation, coaching, and mentoring to other staff; furnish supervision for ongoing program development; meet any specific FCP content area requirements; provide training programs and workshops for parents, partners and Head Start staff; promote parent involvement with Head Start FCP programs; work effectively with low-income families and parent groups; speak and write effectively; speak in languages spoken by the families that the program serves is encouraged; maintain records and prepare reports; guide the planning and implementation of a comprehensive FCP program; embrace the role of the parent as the primary educator of the child and promote and support attachment between parent and child.

LICENSES & CERTIFICATES:

A BS degree in Social Work, Psychology or closely related field. Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. **Copy of transcripts and must be submitted with application to receive further consideration.**

PHYSICAL & MENTAL DEMANDS:

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate a computer, objects, tools or controls and reach with hands and arms, taste or smell. The employee is occasionally required to climb, stoop, kneel, or crouch. The employee is frequently required to talk or hear. The employee may be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus to view documents. Employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and establish and maintain effective working relationships with Agency staff and others encountered in the course of work.

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 express 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.

AA/EEO/H/V EMPLOYER