

JOB ANNOUNCEMENT BULLETIN



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

HEAD START COORDINATOR (SPECIAL EDUCATION) **9506-0509-OC**

SALARY: Range: 57 **\$27.3899 - \$30.2334 Per Hour**

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

FILING DEADLINE:

Applications are being accepted until Wednesday, May 27 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:

Provides technical assistance on special education services for Head Start Delegate Agencies and Grantee Operated Programs; develops and implements training courses for Head Start staff and parents; conducts discussion groups on special education issues and services; observes children and oversees the proper development of Individualized Education Plans; monitors and evaluates Head Start agencies for proper provision of special education services; works with Special Education Program Specialists, Speech Pathologists, Psychologists, and consultants in the development of special education services; assists with contract negotiations for specialists working with special education programs; coordinates special education services with community agencies and organizations; assists with the development of inter-agency agreements; gathers information and prepares reports on special education services; coordinates special education services with other services provided by Head Start; assists with proper transitioning of children to school districts of residence; attends and provides information for Health Services Advisory Committee meetings; works with parent groups; assists with the recruitment of children with varying special education needs; and other job related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: At least five years of work experience in Special Education, including experience dealing with young children and their families; possession of a Bachelor's Degree in Early Childhood Education or Social Work; Master's Degree in education with an emphasis in special education or a teaching credential in special education is preferred.

Knowledge of: Head Start and NHA programs and functions; early childhood development; methods used to identify and assist children with special education needs; appropriate curriculum for special education developmental programs; parent education techniques; challenges and needs of low-income families; staff development and training; special education legislation (Federal and State); principles of supervision and training.

Ability to: Coordinate special education services for pregnant women, infants, toddlers and preschool children; develop and implement special education programs which meet the needs of young children and their parents; provide training programs and workshops for parents and Head Start staff; promote parent involvement with Head Start special education programs; work effectively with low-income families and parent groups; speak and write effectively; insure the proper development and implementation of Individual Educational Plans;

MINIMUM QUALIFICATIONS (continued):

maintain records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships; train adults in field of special education; supervise, train and coordinate the work of assigned staff.

LICENSES & CERTIFICATES:

Must possess, (or have the ability to obtain), a valid Class C Driver's License with a good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB, and physical).

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.