

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION

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

HEAD START PROGRAM SPECIALIST

1061-1208-OC

SALARY: Range 50 \$19.5788 - \$21.6113 per Hour

FILING DEADLINE:

Applications are being accepted on a continuous basis. Applications and job announcements may be obtained at the above address: 841 South 41st Street, San Diego, 92113; or you may refer to www.neighborhoodhouse.org.

DUTIES:

Support and assist center and area staff to identify, develop and implement strategies to meet the cognitive, social, emotional and physical needs of Head Start Program children and their families; participates as a member of a Multidisciplinary team of paraprofessionals and professionals engaged in identifying, assessing, planning and implementing classroom interventions for children; provides ongoing assistance, support and guidance to center and area staff in assigned area of expertise; provides crisis intervention services; assists parents and families in problem solving; serves as an advocate for parents and families with outside agencies; acts as a resource and provides and/or makes referrals for necessary services; informs and educates parents and families about emotional, physical health, social, educational and other special needs of children; develops community and family partnerships; implements case management procedures and follow-up activities; conducts classroom observations to assess staff training needs in the areas of assigned responsibility and expertise; models appropriate intervention strategies for classroom staff, parents, Center Directors and other Head Start Program staff; interprets provisions of the Head Start Performance Standards for staff, parents and the community; provides in-service and pre-service training; documents child and family progress and performs various other administrative duties; acts as community liaison and promotes community relations; serves as a subject matter expert in one or more areas, including education, health, social services, special needs/disabilities, mental health, training and career development for staff and center directors; may be assigned lead/supervisory responsibilities for a widely diverse team of technical and professional staff.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: Bachelor degree in Early Childhood Education, Child Development, Nutrition or a closely related human services field; or RN, LVN and two years of progressively responsible experience providing direct services to low income children and families of diverse cultural backgrounds.

Knowledge of: modern theories, methods and practices of Early Childhood Education and Child Development including social services, emotional and/or physical health, and learning and/or physical disabilities; federal, state and local laws and regulations applicable to the Head Start Program and the assigned areas of responsibility and expertise; Head Start Program Performance Standards; Goals, objectives, policies and procedures of the NHA Head Start Program; modern theories, principles and practices of supervision, including training and staff development.

MINIMUM QUALIFICATIONS (continued):

Ability to: organize, set priorities and exercise sound independent judgment; interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; instruct and train individuals in a group setting and one-on-one; communicate effectively orally and in writing; prepare clear, concise and accurate reports, correspondence and other written materials; exercise tact, objectivity and sensitivity in dealing with volunteers, parents and staff.

LICENSES & CERTIFICATION:

A Valid California Driver's License. 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 childcare center (Fingerprints, TB, and physical).

Must attach official transcript to be considered.

PHYSICAL & MENTAL DEMANDS:

Employee is required to sit, stand and walk, talk or hear, both in person and by telephone; use hands to operate, finger, handle office equipment; reach with hands and arms; and lift up to ten pounds. This job requires close vision and the ability to adjust focus; use math and mathematical reasoning; analyze and solve problems; learn and apply new information or skills; work on multiple tasks with frequent interruptions.

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.