

# JOB ANNOUNCEMENT BULLETIN



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

## **Parent Involvement Aide** **0459-0609-OC**

**SALARY:**                    **RANGE: 38.5    \$11.0953 - \$12.2471 Per Hour**

**EMPLOYMENT OPPORTUNITY:** One (1) Parent Involvement Aide is needed in Area 3.  
(Full Time, 45 weeks position).

**FILING DEADLINE:**

**Applications are being accepted until Thursday, June 18, 2009 at 4:30pm.** Applications and job announcements may be obtained at 5660 Copley Drive, San Diego, 92111; or at 841 South 41<sup>st</sup> Street, San Diego, 92113; or you may refer to our website: [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

**DUTIES:**

Assists in the development and implementation of overall Grantee plans; provides and presents identified resource materials to committees and work groups; updates resource materials when needed; provides training and technical assistance to parents and volunteers; establishes positive work relationships with committees, work groups, and community organizations; participates in meetings, conferences and workshops as requested; provides staff support to assigned committees and work groups; assists in pre-service and in-service; provides encouragement to parents to support and enhance their parental role as the principal influence in their child's education and development; assists in the evaluation of parent involvement and community development; assists in the development of calendar showing Policy Council activities and meetings; maintains parent involvement resource materials for distribution; assists in the coordination and scheduling of Grantee parent and staff orientations; assists parents in developing and scheduling their career development activities; orients and trains parent volunteers prior to their assignments; works with staff to facilitate acceptance of parents' contributions to the program; acts as a facilitator to inspire action on the part of parents and families; participates in training needs assessment for parents and volunteers; maintains a professional attitude; works cooperatively with Head Start staff and parents; treats all parents and families with dignity and respect.

**MINIMUM QUALIFICATIONS:**

**Education, Experience & Training:** High school diploma or equivalent; at least one (1) year of experience in a program that emphasizes the parent's role in the child's development; capability to communicate with persons from diverse backgrounds; prior experience with community based groups and/or parents groups are preferred and experience working with low-income families and in working with persons of varied experiences and ethnic backgrounds.

**Knowledge of:** Local, state and federal regulations relative to Head Start/child care operations; working knowledge of child development theories/strategies; community resources; adult learning concepts; computer, and related software programs; Head Start Program Performance Standards; and goals, objectives, policies and procedures of the NHA Head start Program.

**Ability to:** Perform basic reading, writing, and math tasks; problem-solve and make decisions; develop and implement program plans; organize work activities around multiple assignments and follow-up on assigned tasks; learn computer skills; organize, set priorities and exercise sound independent judgment within area of assigned explain and reach sound decisions in accordance with program regulations, policies and

**MINIMUM QUALIFICATIONS (continued):**

procedures; explain and reach sound decisions in accordance with program regulations, policies and procedures; explain and reach sound decisions in accordance with program regulations, policies and procedures; communicate effectively orally and in writing; ability to understand and carry out oral and written instructions; exercise tact, objectivity, sensitivity, strategy and judgment in dealing with volunteers, parents and staff. establish and maintain effective working relations with children, parents, staff and others encountered at work; speak in languages spoken by the families that the program serves is highly desirable.

**LICENSES & CERTIFICATES:**

Certification in Pediatric First Aid and CPR 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, 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.

**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.

**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.

**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.

**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.

**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.