



Chairperson
Randy K. Jones, Esq.

President and CEO
Rudolph A. Johnson, III

HUMAN RESOURCES DEPARTMENT

5660 COPLEY DRIVE, SAN DIEGO, CALIFORNIA 92111 TELEPHONE: 858.715.2642 FACSIMILE: 858.715.2677 info@neighborhoodhouse.org
www.neighborhoodhouse.org

SUBSTITUTE RECRUITMENT & SELECTION PROCESS

REQUIREMENTS:

Classroom Substitute for Pre-School Children - Salary: \$10.50 per Hour

Must have successfully completed six (6) units or more of CD/ECE from an accredited college/university or 4 months of ROP Training in a Child Development Program.

PROCEDURES:

1. Complete NHA employment application and bring to the Substitute Round-Up. The purpose of Round-Up day is to recruit and select substitutes. Applications can be retrieved from our website, Receptionist, or NHA Head Start centers.
2. Human Resources will review applications at the Round Up to determine if applicant meets the requirements.
3. Substitute Round Up Schedule (**at 5660 Copley Drive**) for May and June 2009: Wednesdays, **May 6th from 10 am – 1pm; Wednesday, May 20th from 2pm – 5pm; Wednesday, June 3rd from 10am – 5pm; and Wednesday, June 17th from 2pm – 5pm.** Only interested applicants who meet educational requirements should attend the Round Up.
4. Each Round up session is limited to 25 individuals. **Please call (858) 715-2642 ext. 172** to reserve your spot. No walk-ins please.

Applicants must bring the following to the Substitute Round-Up:

- Item A. Tuberculosis test results (results must be within a year from date of application) **or**
- Item B. Chest X-ray results (X-Ray date must be within 4 years of application date). A chest X-Ray is needed if your TB test is positive.
- Item C. Satisfactory physical (health screening) within one year of application date.
- Item D. Official college transcript (sealed).
- Item E: Proof of eligibility to work in the U.S., e.g. Driver's License or ID card and social security card; or U.S. Passport.

At the Round-Up:

- Human Resources (HR) will address policies and expectations.
- Applicants will complete necessary paper work for payroll if cleared (HR will process appropriate paperwork and forward to the Payroll Department when all requirements have been met).
- Applicants' Criminal Background Clearance will be verified through Community Care Licensing prior to being assigned in a center with children.
- Applicants' references will be checked prior to being assigned approved to work.
- NHA will pay for substitute Live-Scan.