

# JOB ANNOUNCEMENT BULLETIN



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

## **SUBSTITUTE TEACHER** **0000-0309-OC**

**SALARY:**                      Range                      **\$10.50 Per Hour**

**EMPLOYMENT OPPORTUNITY:**

**POSITIONS ARE AVAILABLE IN THE HEAD START PROGRAM**

**FILING DEADLINE:**

**Applications are being accepted on a continuous basis.** Applications may be obtained and submitted at the above address and at 841 S. 41<sup>st</sup> Street, San Diego; or you may refer to [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

**DUTIES:**

Under the supervision of the Site Supervisor, Master Teacher and/or Teacher, assists in the instruction of the pre-school aged children; Assists in developing and implementing weekly lesson plans, which integrate activities that are developmentally appropriate for preschool children, reflect and integrated Head Start curriculum and philosophy, and comply with the Performance Standards; assists in developing and maintaining a safe and pleasing environment for the children which facilitates their ability to grow physically, socially, and emotionally, and intellectually; provide breaks and planning time for Teacher and Teacher Associate; assists in screening each child using appropriate assessment tools; assists in developing IEP's for children with special needs; prepares monthly reports on attendance, excused absences, daily sign in/put sheets, in-kind, CCFP meal count; assist in ensuring that daily hygiene needs are met by modeling such routines as tooth brushing, hand washing, use of the bathroom and meal times; conducts home visits and parent/teacher conferences; participates in cross-component tasks; works with community resources to identify child/family needs and refer to proper resources for assistance; supervises outdoor play environment and field trips; assist in ensuring the safety of the classroom as well as the outdoor playground; provide emotional support and encourage high self-esteem in the children; performs other related duties as assigned.

Substitute Teacher may be left alone supervising children.

**KEY RESULT AREAS**

- Provide substitute teaching for pre-school age children.
- Provide environment and experiences that maximize learning of each child at his or her development level.
- Involve parents in child's activities in and out of the classroom.
- Assist in planning and supervising daily classroom activities.
- Assist in maintaining student data.
- Assist in providing educational enrichment activities for children.
- Assist in supporting parents through meeting and in-service training.

### **MINIMUM QUALIFICATIONS:**

**Education, Training and Experience:** A typical way of obtaining the knowledge, skills and abilities outlined above is six (6) units of early childhood education or child development or CD/ECE from an accredited college/university or 4 month of ROP Training in Child Development Program.

**Knowledge of:** Appropriate child development theories and practices (0-5 years) and family support; adult learning principles; Computers and related software programs

**Ability to:** Create and maintain a safe learning environment for children and others; work effectively with children, parents, family, and community. Effective oral and written communication skills; sensitive to the needs of culturally and ethnically diverse groups.

Must be computer literate

### **LICENSES & CERTIFICATION:**

Must meet and maintain State law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical) prior to hiring as substitute. Employment is contingent upon passing a criminal background clearance by Community Care Licensing.

Certification in Pediatric First Aide, CPR and Food Handling must be met within 90 days of assignment.

### **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.