

MINIMUM QUALIFICATIONS:

Education, Training and Experience: : Bachelor's Degree in Child Development/Early Childhood Education or related field and a Child Development Teacher Permit or higher; six (6) months or more experience paid or volunteer in a Child Development Pre-School setting. Must be computer literate

OR

Either an Associate's Degree in Child Development/Early Childhood Education or related field and a Child Development Teacher Permit; one (1) year or more experience paid or volunteer in a Child Development Pre-School setting. Must be computer literate.

Knowledge of: Appropriate child development theories and practices (working with 0-5 years of age); adult learning principles and Family Child Care philosophy.

Ability to: Supervise others and to work effectively with parents, families, and childcare providers and community; communicate effectively both oral and written; compute and compile data; work well with persons of diverse backgrounds and cultures; speak in languages spoken by the families that the program serves is highly desirable; Must be able to perform duties with minimal supervision.

LICENSES & CERTIFICATION:

Certification in Pediatric First Aid, CPR and Food Handling must be met within 90 days of employment. **Teaching Permit and sealed official transcript must be attached to application to be considered.**

Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB and Physical).

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.

