

JOB ANNOUNCEMENT BULLETIN



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

TEACHER - FAMILY CHILD CARE (FCC) **0143-0309-OC**

SALARY: **Range 44** **\$14.4135 - \$15.9098 Per Hour**

EMPLOYMENT OPPORTUNITY:

Several positions are available in the Head Start Program (Area 3)

FILING DEADLINE:

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

DUTIES:

Under the supervision of the Family Childcare (FCC) Coordinator, the Family Child Care Teacher will provide support and guidance for family child care providers to maximize the learning and development of each child; interact with parents to facilitate problem-solving and build on family's strengths; assists in the design and delivery of early childhood education program in the Family Child Care home; collaborates with parents and FCC providers in providing individualized education program for children in the FCC program; ensures that the curriculum meets the children's unique needs; establish and maintain positive relationships with parents and involve parents in the planning, development and implementation Family Partnership Agreements as well as involving the parent in the education of their child; maintains weekly contact with FCC providers; conducts bi monthly visits to FCC providers' homes to provide training, technical assistance and support in the implementation of the Head Start Performance Standards; ensures that each child has health, nutrition and mental health services in accordance with the Head Start performance standards; monitors the health and safety of the FCC home and ensures compliance with Head Start and community care licensing regulations; maintains current FCC contract and insurance; collects, reviews, and submits FCC invoices; develops Family Partnership Agreements and generates and follows up on identified needs; assists in the screening and assessment of each child in the FCC home using appropriate screening/assessment tools; identifies and refers children suspected of a developmental delay to the LEA or other appropriate agency; collaborates with the FCC provider to develop a professional development plan to ensure that educational requirements for providers are met; arranges trainings for the FCC providers and monitors yearly training requirements; prepare monthly reports on attendance, excused absences, daily sign in/out sheets, in-kind; .; participate in recommended training programs, conferences, courses and other aspects of professional growth. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience: AA Degree in Child Development/Early Childhood Education plus two (2) units of adult supervision; or Bachelor's Degree or higher with (12) units of Early Childhood Education, plus three (3) semester units of supervised field experience in an Early Childhood Education setting, or CTC-approved training; plus pre-school teaching, including at least 100 days of supervising adults;

Knowledge of: Appropriate child development theories and practices (0-5 years) and family support; adult learning principles; familiar with Family Child Care regulations; Head Start Program Performance standards and other applicable regulations; Computers and related software programs

Ability 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; perform duties with minimal supervision. Must be computer literate

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.