

JOB ANNOUNCEMENT BULLETIN



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

TEACHER ASSISTANT **0401-0109 OC**

SALARY: Range: 38.5 \$10.9852 - \$12.1256 Per Hour

EMPLOYMENT OPPORTUNITY:

Several positions currently available with Neighborhood House Association Head Start Program.

FILING DEADLINE:

Applications are being accepted on a continuous basis. Applications and job announcements may be obtained at the above address 841 South 41st Street, San Diego, CA 92113; or you may refer to www.neighborhoodhouse.org.

DUTIES:

Assists in developing weekly lesson plans, which integrate activities that are developmentally appropriate for preschool children that reflect an 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, emotionally, and intellectually; provide breaks and planning time for Teacher and Associate Teacher; assists in screening each child using appropriate assessment tools, and apply the requisite knowledge and skills in translating those assessments into appropriate lesson plans to meet the needs of each child; assists in written observations of children; assists in ensuring that daily hygiene needs are met by modeling such routines as tooth brushing, hand washing, use of the bathroom, and meal times; assists in ensuring the safety of the classroom as well as the outdoor playground; provides emotional support and encourages high self-esteem in the children; participates in required training; administers first aid when needed; participates in center level case management meetings as needed; performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience: At least six (6) units of Early Childhood Education or Child Development, and a current Teacher Assistant Permit.

Knowledge of: appropriate child development theories and practices, creating and maintaining a safe learning environment for children and others.

Ability to: work with children, parents, and community effectively, communicate effectively both oral and written; must be computer literate, sensitive to the needs of culturally and ethnically diverse groups; flexible in adapting to changing demands, second language is desirable.

LICENSES & CERTIFICATES:

Certification in Pediatric First Aid, CPR and Food Handling 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, and physical).

Teaching permit and transcript must be attached to application to be considered. NOTE: Sealed official transcript will be required prior to placement in position.

PHYSICAL & MENTAL DEMANDS:

Employee is required to stand, bend or stoop for long periods of time; sit, stand, talk or hear in person and by telephone, use hands to finger, handle and feel computers and other standard office equipment, and reach with hands and arms. This job includes close vision and the ability to adjust focus; use written and oral communications skills; read and interpret information and documents; analyze and solve problems; observe and interpret people and situations.

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.

AA/EEO/H/V EMPLOYER