

JOB ANNOUNCEMENT BULLETIN



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

TEACHER/FAMILY SUPPORT SPECIALIST 9519-1008 OC

SALARY: Range: 43 \$13.7191 - \$15.1432 Per Hour

EMPLOYMENT OPPORTUNITY:

Various 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. 41st Street, San Diego; or you may refer to www.neighborhoodhouse.org.**

DUTIES:

Under the supervision of the Area Director or designee: develops and maintains a safe and pleasing environment for the children; screens and assesses each child; identifies and refers children with special needs; ensures that childcare routines are carried out in a manner that is prompt, hygienic, and consistent with good child development principles including routines related to bathroom use, hand washing, tooth brushing, eating and transitioning between activities; ensures the safety of the children; supervises outdoor play environment and field trips; checks daily environmental safety and select activities to be utilized for the individual development of the children; provides emotional support and encourages high self-esteem in the children and parents; maintains written documentation on each child in compliance with requirements for confidentiality; prepares monthly reports on attendance, excused absences, daily sign in/out sheets, in-kind, CCFP meal count, fluoride tracking, health and safety checklist, milestones, child observation, etc.; completes forms such as Home Visit, Parent/Teacher Conferences, Classroom/Center Meetings, training reports and agendas, Ouch Reports, field trip requests, lunch requests, and field trip permission slips; conducts home visits and parent/teacher conferences; participates in cross-component tasks where teacher roles are assigned; distributes information and literature to parents regarding program services, including health, social services, and other services; assists with and participates in the attendance of medical and dental examination appointments; conducts educational, social, emotional, health, nutrition and mental health screenings of enrolled children; documents activities; maintains complete and current files and records pertaining to activities; prepares regular and special status reports; performs data entry into PROMIS data tracking system; ensures that the needs of the family are met; assists in planning for transition of children to kindergarten; facilitates preparation of food for meal time; establishes and maintains positive relationships with parents and involves parents in the planning and implementation of daily program activities; participates in recommended training programs, conferences, courses and other aspects of professional growth; performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience: Associate's Degree or higher in CD/ECE/social services; or Basic Family Services Assistant credential/certificate is required; must possess at least six (6) units of CD/ECE, plus at least two (2) years of experience providing direct services to low-income children and families of diverse cultural backgrounds.

Knowledge of: Appropriate child development theories and practices; effective oral and written communication skills; computers and related software programs; federal, state and local laws and regulations applicable to the Head Start program and the

assigned areas of responsibility and expertise; Head Start Performance Standards; goals, objectives, policies and procedures of the NHA Head Start program

Ability to: Develop and implement effective lesson plans; design appropriate instructional strategies to meet the developmental needs of pre-school children; demonstrate skills in classroom observation; create and maintain a safe learning environment for children and others; supervise others and to work effectively with parents, family, and community.

LICENSES & CERTIFICATES:

Incumbent is required to have certifications in CPR, pediatric first aid, group emergency and a finger print clearance recorded with the State Department of Social Services (DSS).

PHYSICAL & MENTAL DEMANDS:

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate a computer, objects, tools or controls and reach with hands and arms, taste or smell. The employee is occasionally required to climb, stoop, kneel, or crouch. The employee is frequently required to talk or hear. The employee may be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus to view documents. While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and establish and maintain effective working relationships with Agency staff and others encountered in the course of work.

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