

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION

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

ASSISTANT CENTER DIRECTOR

(Open to In-House Employees or NHA Volunteers Only)

SALARY: Range 45.5 \$15.5218 - \$17.1332 Per Hour

BA 7.5% Additional pay

FILING DEADLINE:

Applications are being accepted until further notice. Applications may be obtained from the website, www.neighborhoodhouse.org or the above address and must be submitted at 5660 Copley Drive in the Human Resources Department.

DUTIES:

Under the supervision of the Center Director, the Assistant Center Director will assist in the day-to-day operations of the center-based program. Ensures that the classroom curriculum is developmentally appropriate and focuses on the needs of the individual child. Assists in monitoring classroom instruction and assists teachers in the acquisition of knowledge and skills for effectively delivering a developmentally appropriate curriculum; assists in reviewing educational assessment plans for individual children and classroom lesson plans; assists in establishing and communicating program goals, objectives and strategies; supervises, trains, and evaluates staff; assists in coordinating home visits; assists in coordinating parent meetings and trainings; assists in ensuring classroom child/adult ratio in compliance with state, local, and federal standards; performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: Must have at least an AA Degree in Child Development/Early Childhood Education or related field; **two years classroom teaching experience in a pre-school setting. A Site Supervision or Master Teacher permit.**

Knowledge of: Adult supervision techniques; local, state and federal regulations regarding operation of childcare centers; CPR, First Aid and food service management.

Ability to: Demonstrate skills in written and oral communication, as well as mentoring and coaching; work well with persons of diverse backgrounds and cultures. Flexibility in responding to changing demands of program and clients. Computer literate.

LICENSES & CERTIFICATION:

Must possess a valid California Driver's License and have use of an automobile; certification in Pediatric First Aid, CPR and Food Handling must be met within 90 days of employment.

For application to be considered, permit and sealed official transcript must be attached.

Must meet and maintain State law and County licensing requirements regarding employment in a child care center (fingerprints, TB, physical).

PHYSICAL & MENTAL DEMANDS:

Employee is required to stand, bend or stoop for long periods of time; sit, 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.