

# JOB ANNOUNCEMENT BULLETIN



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

## CENTER DIRECTOR

**SALARY:**                      **Range: 46.5** \$16.3076 - \$18.0005 **Center Director I** \*20 - 40 Children enrolled  
**Range: 47.5** \$17.1332 - \$18.9118 **Center Director II** \*41 - 80 Children enrolled  
**Range: 49.0** \$18.4505 - \$20.3660 **Center Director III** \*81 - 120 Children enrolled  
**Range: 50.0** \$19.3845 - \$21.3970 **Center Director IV** \*121+ Children enrolled  
BA 7.5% Additional pay                      MA 20% Additional pay

**FILING DEADLINE:**

**Applications are being accepted on a continuous basis.** Applications and job announcements may be obtained at the above address or 841 South 41<sup>st</sup> Street, San Diego, 92113. You may also refer to the website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org)

**DUTIES:**

Supervises all aspects of day-to-day operations of a center-based program; supervises and leads a team of master teachers, teachers, associate teachers and teacher assistants; plans, organizes, controls, integrates and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve outlined goals and objectives; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures; establishes performance requirements and personal development targets; provides coaching for performance improvement and development; subject to the Vice President of Human Resources' concurrence, takes disciplinary action to address performance deficiencies in accordance with the Agency's personnel policies; ensures that the classroom curriculum is developmentally appropriate and focuses on the needs of the individual child; monitors classroom instruction and assists teachers in the acquisition of knowledge and skills for effectively delivering a developmentally appropriate curriculum; reviews educational assessment plans for individual children and classroom lesson plans; establishes and communicates program goals, objectives and strategies; implements systems to ensure children's attendance is accurately recorded and forwarded to the CEU for PROMIS input; collaborates with multidisciplinary team members and community-based agencies and organizations to ensure delivery of needed services to children and families; facilitates mainstreaming children with special needs; coordinates home visits; develops and manages center budget; initiates and maintains community partnerships and collaborations; participates in developing and conducting the community assessment; is responsible for recruitment, application screening, and enrollment of center children including children with disabilities; provides assistance to families interested in becoming self-sufficient; coordinates parent meetings and trainings; monitors classroom child/adult ratio in compliance with state, local, and federal standards; requisitions supplies and services to support center operations; conducts staff meetings, convenes parent meetings, open house, and other community meetings as appropriate; recruits families for the Head Start Program as required by Performance Standards and performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Experience & Training:** Bachelor Degree or higher in ECE/CD or related field with a Site Supervisor or Administrative permit and one (1) year of classroom teaching experience coupled with adult supervision; or AA Degree in ECE/CD and a current Site Supervisor permit and two years of classroom teaching experience, including six (6) months supervising adults.

**Knowledge of:** Principles and practice of supervision; principles and practices of program administration, including budgeting; fiscal management and knowledge of local, state, and federal regulations respective to areas of responsibility including but not limited to ERSEA procedures for support service staff and Performance Standards.

**Ability to:** Exercise sound, independent judgment within general policy guidelines; operate a computer, spreadsheet and database software applications and standard office equipment; communicate clearly and concisely both orally and in writing with people of various educational, socio-economic, and cultural backgrounds.

**LICENSES AND CERTIFICATION:**

A valid California Driver's License. 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, 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.**

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The provisions of this job announcement do not constitute an express or implied contract.

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**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.