

# JOB ANNOUNCEMENT BULLETIN



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

## **TEACHER** (w/BA Degree)

**SALARY:** **\$ 16.9358 - \$18.6940 Per Hour**

**EMPLOYMENT OPPORTUNITY:**

Various positions are available in the North County, Coastal and Inland Head Start Centers.

**FILING DEADLINE:**

**Applications are being accepted on a continuous basis.** Applications may be obtained and submitted at the above address and at 841 S. 41<sup>st</sup> Street, San Diego; North County Area Offices: 5841 Edison Place, #110 Carlsbad 92008, and 157 E. Valley Parkway, 1-C, Escondido 92025, or you may refer to [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

**DUTIES:**

Under the supervision of the center director or the master teacher develops weekly lesson plan for preschool children, develops and maintains a safe and pleasing environment for the children; screens and assesses each child using appropriate screening/ assessment tools; develops individualized educational plans for each child based on developmental assessments; identifies and refers children with special needs in the absence of the center director; acts as second in command of the center operations as assigned; ensures that child care routines are carried out in 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; completes daily health check; ensures the safety of the children through continuous supervision, effective arrangement of space, proper maintenance of equipment, regular practice of fire drills and other emergency procedures; operates the classroom in compliance with all child care licensing standards; supervises outdoor play environment and field trips, checks daily environments; 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; conducts home visits and parent/teacher conferences; participates in cross-component tasks; work with community resources to identify child/family needs and refer to proper resources for assistance; supervises and participates in the evaluation of the teacher aide, parents, and volunteers. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience:** Bachelor's Degree in Child Development/Early Childhood Education or related field and a Child Development Teacher Permit or higher; six (6) months or more experience paid or volunteer in a Child Development Pre-School setting. Must be computer literate

**Knowledge of:** appropriate child development theories and practices working with (0-5 years of age); adult learning principles, Family Child Care philosophy.

**Ability to:** supervise others and 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. Able to perform duties with minimal supervision.

**LICENSES & CERTIFICATION:**

Certification in Pediatric First Aid, CPR and Food Handling must be met within 90 days of employment. **Teacher 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, 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.