



EMPLOYMENT OPPORTUNITY

NEIGHBORHOOD HOUSE ASSOCIATION

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

HEAD START PROGRAM SPECIALIST (PARENT INVOLVEMENT) 1061-0110 OC

**SALARY GRADE /
RANGE:**

Grade: 50.01 Range: \$20.17631 - \$22.27087 Per Hour

EMPLOYMENT

One (1) F/T, position available w/NHA CYFS located at 5660 Copley Drive

APPLICATION SUBMITTAL INSTRUCTIONS:

Applications must be fully completed (per application instructions), signed, dated and submitted by 4:30 p.m. on Friday, February 5, 2010. **Must attach official transcript or Copy of Degree to the application to receive consideration.**

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.

NOTE: 1 - Only properly completed and submitted applications will be considered. Notifications will not be sent for applications that do not meet submission requirements. 2 - Applications of candidates who do not meet the stated position requirements will not be considered. Only those considered for interview will be contacted.

JOB DUTIES and RESPONSIBILITIES:

Supervise the Parent Involvement service option within Head Start and Early Head Start; plans, coordinates and supervises the work of Parent Involvement Aides; ensures the proper development and monitoring of parent involvement services for Head Start programs within the area served by the Neighborhood House Association; liaison between Policy Council and Management; monitors the proper documentation of the parent involvement services; facilitates parent workshops and discussion groups to parents and volunteers; monitors grantee operated programs for compliance with proper Parent Involvement standards; updates resource materials when needed; provides training and technical assistance to parents and staff; establishes positive work relationships with committees, work groups, and community organizations; provides staff support to assigned committees and work groups; assists in pre-service and in-service; provides encouragement to parents to support and enhance their parental role as the principal influence in their child's education and development; evaluate parent involvement and community development activities; develop of calendar showing Policy Council activities and meetings; insure parent involvement resource materials are maintain and distributed as appropriate; oversee the coordination and scheduling of grantee parent and staff orientations; and assists parents in developing and scheduling their career development activities; orient and trains parent volunteers prior to their assignments; works with staff to facilitate acceptance of parents' contributions to the program; acts as a facilitator to inspire action on the part of parents and families; supervise the recruitment of parents for the Head Start program as required by Performance Standards; maintains a professional attitude; works cooperatively with Head Start staff and parents; treats all parents and families with dignity and respect

QUALIFICATIONS:

Education, Experience & Training: BA Degree in Early Childhood Education or closely related human services field; 3 years of increasingly responsible experience providing direct service to low-income families of diverse cultural backgrounds; One Year (1) year supervisory experience.

QUALIFICATIONS (continued):

Knowledge and Skills: modern theories, methods and practices of Early Childhood Education and Child Development including social services, emotional and/or physical health, and learning and/or physical disabilities; federal, state and local laws and regulations applicable to the Head Start Program and the assigned areas of responsibility and expertise; Head Start Program Performance Standards; Goals, objectives, policies and procedures of the NHA Head Start Program; modern theories, principles and practices of supervision, including training and staff development.

Ability to: Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility; interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; document child and family progress; instruct and educate individuals in a group setting and one-on-one; communicate effectively orally and in writing; prepare clear, concise and accurate reports, correspondence and other written materials; exercise tact, objectivity, sensitivity, strategy and judgment in dealing with volunteers, parents and staff.

Licenses & Certification: Certification in Pediatric First Aide, 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 childcare center (fingerprints, TB, physical).** A Valid California Driver's License.

PHYSICAL & MENTAL DEMANDS:

Employee is required to sit, stand and walk; talk or hear, both in person and by telephone; use hands to finger, handle or feel and operate standard office equipment; reach with hands and arms; and lift up to twenty pounds. This job includes close vision and the ability to adjust focus; required to use written and oral communication skills; read and interpret data; information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform work on multiple, concurrent tasks and interact with program management, staff, volunteers, representatives of public agencies and community organizations 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 expressed 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.