



HEAD START DIVISION

800 W. Los Vallecitos Blvd. Ste. J, San Marcos, CA 92069 (760) 471-4210, Fax (760) 471-3753

JOB TITLE:	Lead Teacher I Floater (2 Vacancies)	STATUS:	Regular / Full Time / 46 Weeks
SITE:	Administration	FLSA Status:	Non-Exempt
PROGRAM:	Head Start	EEOC Job Category:	Professional
SALARY RANGE:	\$13.20 – \$15.69 per hour	SEIU Local 221 Union Position: Union Membership & Dues Applicable	
OPEN	OPENS IN-HOUSE 11/4/11 – 11/14/11. OPENS TO THE PUBLIC ON 11/15/11.		

About MAAC:

MAAC is a multi-purpose social service agency with a successful 45-year history of serving various communities throughout San Diego County. In 1965, MAAC opened its doors to serve San Diego's disadvantaged and now has centers strategically located as far south as San Ysidro and as far north as Camp Pendleton. One million clients later, MAAC is still acting as a catalyst to help individuals and families become self-sufficient. Serving approximately 35,000 individuals per year, MAAC provides a spectrum of unique programs designed to assist clients by engaging them in the enhancement of their own lives through lifestyle changes.

The programs strive to improve clients' economic standing as well as their ability to access resources available to them. Included among the many programs and services now offered are Head Start/First Start, two culturally specific recovery homes: Casa De Milagros and Nosotros, award-winning affordable housing complexes, community and workforce development programs, and a community charter school. MAAC's commitment to environmental sustainability carries the non-profit into the future with its low-income home weatherization and green jobs training programs. For more information, visit www.maacproject.org.

DEPARTMENT/PROGRAM DESCRIPTION

Head Start and Early Head Start are comprehensive federally funded school-readiness programs for low-income and special needs children that promote parents as the primary educator of the child.

DEFINITION:

Under direct supervision, will be responsible for planning, supervising, and implementing the education program in accordance with the policies, procedures, and philosophy of MAAC Head Start, state and federal regulations as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement lesson plans to involve the approved Creative Curriculum to encompass current program goals
- Utilize classroom materials and routines as resources to provide an environment conducive to learning and appropriate to the development levels, interests, and special talents of the child
- Develop and maintain a safe and healthy classroom environment
- Implement rules and practices that provide and foster discipline in the child
- Provide age appropriate activities to promote social, physical, cognitive, creative, and self concepts of the child

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- Provide a continuing interactive process between families and providers that lead to strengthen family identified goals
 - Develop and implement methods to utilize classroom volunteers, classroom aides, and parent volunteers
 - Maintain and update written records and reports in a timely manner
 - Maintain an open friendly relationship with staff, volunteers and parents
 - Conduct required Home Visits with primary caregiver
 - Recognize individual child differences in growth, development, and needs and develop individualized plans
 - Work with Head Start families on their identified needs, informing them of community resources, providing information and referrals, assisting in the scheduling of appointments and follow-up services
 - Integrate other Head Start components into the curriculum
 - Provide client transportation as needed
 - Work on the "Individual Family Plan" with each family beginning at "Phase- In" and updating at least three times during school year
 - Lift, carry, restrain children weighing 30-50 pounds as needed
 - Ensure personalized special services are provided to special needs children (i.e., feeding, assistance with toileting, including diapering, cauterization, urine bags, physically carrying the child-specialized equipment training will be provided as needed)
 - Mainstream special needs children into the classroom environment
 - Meet with parent (s) of special needs children to discuss educational objectives and special needs services
 - Perform related duties as assigned

MINIMUM QUALIFICATIONS:

- Associate of Arts in Early Childhood Education; OR a degree in a related field which includes twenty-four or more semester units in early childhood education and/or child development
- Completion of supervised student teaching **OR** experience teaching preschool age children.

Knowledge, Skills and Abilities

- Knowledge of early childhood education, child development, anti-bias education
- Knowledge of local educational and community resources and their ability to be used in the classroom
- Knowledge of bilingual language acquisition
- Knowledge of Head Start policies and procedures desirable.

Licenses; Certificates; Special requirements:

Valid CPR, First Aid, and Food Handlers certifications must be obtained within first two months (2) of employment and maintained throughout employment (paid, designated training available through MAAC). In the event employees do not attend the scheduled training, they must obtain the cards through outside resources and costs will not be reimbursed. The certifications must be obtained and maintained within prescribed timelines.

- Must have a physical examination and TB clearance as required by state and federal regulations and drug screening by a doctor/clinic designated by MAAC prior to the first day of hire for new employees.
- Must have and maintain a valid California Driver's License, daily use of a personal, insured vehicle, and an acceptable Motor Vehicle Report. Incumbents will be enrolled in the California DMV Pull Program
- California State law requires background criminal checks on anyone who works in a licensed childcare facility who is not a client. Must have or obtain a current criminal background check clearance, signed criminal record statement, and signed Acknowledgement to Report Child Abuse form prior to employment or first day in facility.
- Bilingual (English / Spanish) speaking, reading, and writing desirable.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear both in person and by telephone; use hands and fingers to handle or feel objects or controls; reach with hands

and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with MAAC management, administrators, staff, teachers, parents, family members, children and others encountered in the course of work.

UNION MEMBERSHIP:

This position is represented by Service Employees International Union, Local 221, CTW. Dues/deductions begin after 30 days of employment.

HOW TO APPLY:

In House Applicants

For all SEIU positions obtained as a result of the acquisition of the replacement grant there will be no internal applicant posting period and the positions at the newly acquired sites will not be open to internal candidates as a promotional or transfer opportunity until November 1, 2011.

Public Applicants:

Please download an application from the employment section of our website, www.maacproject.org and send the completed application via email to Janet Ramos at jramos@maacproject.org with your resume, transcripts. . You may also fax your documentation to (760) 471-3753 or submit your documentation in person at the Human Resources Head Start Administration Office, 800 Los Vallecitos Boulevard, Suite J, San Marcos, CA 92069.

Selection Procedure:

- Part A A screening panel will review each application to determine the level of qualifications.
- Part B An interview panel will conduct appraisal interviews to evaluate the education, experience, and training of qualified candidates.
- Part C The interview panel will recommend the most qualified candidates to the Head Start Director or his/her designee for an interview and/or selection.
- Part D The Head Start Director or his/her designee will submit the successful candidate's name(s) with applicable documentation to the Policy Council.
- Part E The Policy Council must approve/disapprove the successful candidate's prior to the appointment.

Disclosure: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

In compliance with The Immigration Reform and Control Act of 1986 (IRCA), new employees are required to prove that they are legally entitled to work in the United States and must provide documents that establish both identity and employment eligibility as required for completion of the Employment Eligibility Verification form (Form I-9).

MAAC IS A DRUG FREE WORKPLACE, PROMOTES A DIVERSE WORKFORCE, AND IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants with disabilities requiring accommodations and/or interview arrangements may contact Human Resources.