



EMPLOYMENT OPPORTUNITY

Date: June 1, 2010
Position: **ASSISTANT TEACHER – 9 month position**
Location: South San Francisco Head Start Site
Hourly Salary: \$14.44 - \$17.15 per hour
Filing Deadline: Open until filled

ALL APPLICANTS MUST SUBMIT COPIES OF TRANSCRIPTS WITH REQUIRED ECE UNITS WHEN APPLYING FOR THIS JOB

EXAMPLE OF DUTIES:

Duties of the position will include, but are not limited to, the following:

1. Assist with planning and implementing curriculum activities.
2. Assist with planning and setting up indoor and outdoor environment.
3. Supervise and team-teach a group of 15-17 children.
4. Assist with classroom record keeping.
5. Assist teachers in conducting home visits for each child enrolled in the Head Start program.

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Previous work experience in a licensed childcare center or comparable group child care program.
3. Proof of completion of core ECE courses (ECE201 Child Development, ECE210 Early Childhood Education Principles, ECE211 Early Childhood Education Curriculum, ECE212 Child, Family and Community)
4. Knowledge of Early Childhood Education practices and techniques.
5. Eligible for California Associate Teacher permit.
6. Bilingual in Spanish.
7. Must be able to occasionally lift and/or move a child (up to 40 pounds)

SELECTION PROCESS:

Applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. Those applicants evidencing the best qualifications will be invited for a panel interview evaluation. All candidates will be notified in writing following interview evaluation.

SUCCESSFUL CANDIDATE REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION

APPLY: Attn: Human Resource Manager
Institute for Human and Social Development
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South San Francisco, CA 94080
Fax: 650.589.5710
hr_resume@ihsdinc.org

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER