



INSTITUTE FOR HUMAN AND SOCIAL DEVELOPMENT

EMPLOYMENT OPPORTUNITY

Date: June 2, 2010

Position: HOME-BASED SPECIALISTS for Head Start (2) Bilingual in Spanish

Location: San Mateo County—South County

Hours: Nine Month Positions

Salary: Depending on Experience - \$17.50 to \$21.00 per hour, plus benefits

**ALL APPLICANTS NEED TO SUBMIT COPIES OF TRANSCRIPTS WITH ECE UNITS
WHEN APPLYING FOR THIS POSITION**

ROLES & RESPONSIBILITIES:

- Develops lesson plans using curriculum and provides scheduled weekly home visits with preschool children and their families on a one-to-one basis (may include some evenings /weekends).
- Conducts home visits to promote parent involvement through the planning and implementation of child development activities in the family's home environment.
- Assists families in identifying strengths, developing goals, and assessing available resources through a family assessment process.
- Encourages and promotes the family's achievement of self-sufficiency.
- Provides ongoing assessments and screenings for pre school children the Head Start Program using appropriate assessment tools.
- Plans and facilitates parent/child socialization activities.
- Assists with the coordination and planning of parent activities and parent education programs.
- Conducts recruitment and intake activities of Head Start eligible children and their families to maintain full enrollment and a waiting list.

QUALIFICATIONS:

- Associate or Bachelor degree in Child Development, Early Childhood Education, Psychology, Human Development, or a related field with knowledge of adult learning principles, principles of family dynamics, and communicating with parents. Completion of Child Development and ECE Curriculum courses (total of 6 ECE units).
- Minimum one (1) year work experience in teaching preschool children and developing lesson plans in a classroom or in a home visitors program for pre school children.
- Minimum one (1) year work experience with and knowledge of issues specific to low-income populations.
- Knowledge of community agency resources for staff and parents.
- Ability to maintain accurate records and utilize computer to prepare necessary reports.
- Ability to establish and maintain a cooperative and professional working relationship with staff, parents and other public agency personnel.
- Proficiency in Spanish required.
- Valid California driver's license and vehicle.

SELECTION PROCESS:

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

APPLY: email: hr_resume@ihsdinc.org

Fax: (650) 589-5710

Mail:

Attn: Human Resources

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AN EQUAL EMPLOYMENT OPPORTUNITY- AFFIRMATIVE ACTION EMPLOYER