JOB ANNOUNCEMENT

JOB TITLE:	Co-Teacher II (Floater)	**STATUS:**	Regular / Full Time / 38 weeks
		FLSA Status:	Non-exempt
PROGRAM:	Child Development Foothill	**EEOC Job Category:**	Professional
SALARY RANGE:	$11.51 - $13.68 per hour	SEIU Local 221 Union Position: Union Membership & Dues Applicable	
OPEN	Opens in-house on 2/27/15. Opens to the public on 3/10/15.		

About MAAC

MAAC has recently emerged from a period of significant growth in its programs, budget and staff. MAAC now has an annual budget in excess of $43 million and has approximately 500 full time employees.

MAAC's President/CEO, Arnulfo Manriquez, is committed to developing a cohesive management team that will not only further embrace the value of MAAC as a single entity, but a team that will continuously build upon its current strengths to bring greater excellence to MAAC. One of his key initiatives is to enable the organization to integrate all of its practices, programs and systems into a strong, comprehensive structure that will serve to support MAAC's mission, goals and objectives. MAAC is on the road to creating a culture of excellence. We hope you will consider applying for a position with MAAC to join us on our journey.

MAAC is a multi-purpose social service agency with a successful 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.

MAAC's 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/Early Head Start/State Preschool/QPI and other related early childhood development programs, 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 program. For more information, visit www.maacproject.org.

DEPARTMENT/PROGRAM DESCRIPTION

Head Start (HS) and Early Head Start (EHS) are comprehensive federally funded school-readiness programs for low-income and special needs children that promote parents as the primary educator of the child. MAAC currently serves a diverse group of low-income children and their families in North County; the majority of the participating families are of Latino/Hispanic ethnicity. These programs ensure that children ages 0-3 (EHS) and 3-5 (HS) and their families are provided with comprehensive services to promote optimum physical, cognitive, social and emotional growth. MAAC's California State Preschool program provides educational and developmental services to qualifying children ages 3 to 5; parents are encouraged to participate with their children and to be involved in their children's development.

DEFINITION

Under the direct supervision of the Center Director and the appointed guidance of the Lead Teacher, will assist in planning, supervising, and implementing the education program within the classroom in accordance with the policies, procedures, and philosophy of MAAC Project Head Start.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides input and assistance into daily classroom activities and lesson plans
- Assists in designing and implementing classroom activities to meet the needs of the individual child
- Assists in implementing the approved curriculum and multi-cultural education
- Assists with classroom arrangement and related physical requirements to provide a safe, healthy, interesting, and enjoyable learning environment
- Develops and maintain an open, friendly, and informative relationship with parents and volunteers
- Assists in the interpretation and explanation of Head Start policies, programs, and principles
- Records individual children's behavior and observations on appropriate record keeping forms
- Provides experiences for growing and learning for the individual child in relationship to his/her cultural and socioeconomic background
- Performs accurate numerical counts, such as attendance and meal counts
- Assists in maintaining classroom cleanliness; assists in set-up and maintenance of the classroom lunch area; assists in laundry and other maintenance; supervises children on bus as needed
- Assists in home visits at times convenient to the parent(s); assists in developing an Individual Family Plan for each child and family beginning at time of enrollment (phase-in) and updating it at least three times in the school year
- Attends mandated training programs, conferences, meetings
- Ensures personalized special services are provided to special needs children (i.e., feeding, assistance with toileting, including diapering, catheterization, training, urine bags, physically carrying the child – specialized training and equipment will be provided as needed)
- Assists in the development of individual education plans and teaching
- Provides an environment that facilitates growth and positive self-image for children
- Performs other related duties as assigned

QUALIFICATIONS AND SKILLS

- Development and developmental patterns of children ages 3-5 years
- Oral and written English and grammar; basic arithmetic; developmental needs and requirements of preschool age children; methods and techniques of early childhood development; health, safety and nutritional requirements of preschool age children; methods for effective cooperation with teachers children, and parents; general goals and purposes of early childhood education and family development
- Head Start philosophy, principles, and comprehensive services preferred

Ability to:

- Learn and apply curriculum methods and procedures at MAAC Project Head Start; project a mature, constructive, stable and healthy team attitude in a learning environment
- Bilingual (English/Spanish) preferred

Note: Submission of transcripts, certificates, diplomas, verification of work experience may be required for certain positions.

VALUE-BASED BEHAVIORS

- Listens attentively to others; asks clarifying questions to gain a better understanding of the other person's views and underlying assumptions

- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers
- Identifies and takes advantage of opportunities for personal and professional development
- Attends work consistently and punctually arrives to meetings prepared and on time; honors work commitments; follows through on commitments; meets deadlines
- Honors the private and confidential matters of co-workers. Protects the proprietary information of MAAC systems
- Follows rules, regulations, and policies; positively contributes to implementing changes
- Deals with issues directly, in a respectful and timely manner. Focuses on resolving the issue while not criticizing the person

EDUCATION/EXPERIENCE/CERTIFICATION

- High school diploma or equivalent
- Twelve (12) units (including core units) from an accredited college/university in Early Childhood Education OR Child Development
- California Child Development Associate Teacher Permit or California Child Development Associate (CDA) credential

1st Preferred Experience Requirement:
- One (1) year Head Start experience with children in a classroom setting

2nd Preferred Experience Requirement**:**
- One (1) year preschool experience with children in a classroom setting

AND

Valid CPR, First Aid and Food Handlers Cards 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 cards must be obtained and maintained within prescribed timelines.

HEALTH STATUS

Must have a physical examination and TB clearance as required by state and federal regulations, and a drug screen by a doctor/clinic designated by MAAC prior to the first day of employment.

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; uses hands to finger, 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 incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with MAAC management, department managers and staff, Parent Policy Council, parents, community and business leaders, local elected officials, representatives of funding agencies, the media, the public and others encountered in the course of work, some of whom may be dissatisfied or upset.

BACKGROUND CLEARANCE

All positions are subject to a background/education check, DMV check, NSOR, exclusion and debarment checks prior to hire and periodically throughout employment as required by various funding sources.

Note: California Start 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 the first day of employment.

TRANSPORTATION

Must have and maintain a valid California Driver's License, daily use of a personal, insured vehicle, and have and maintain a motor vehicle driving record acceptable to MAAC's insurance carrier. Incumbents will be enrolled in the California DMV Pull Program.

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

Please download an application from the employment section of our website, www.maacproject.org, and send the completed application with your resume and transcripts via email to MAACHRrecruiter@maacproject.org. You may also fax your documentation to (760) 471-3753.

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 smoke and drug free workplace.

MAAC is an Equal Opportunity Employer (Minorities/Females/Disabled/Veterans).

MAAC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. MAAC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

MAAC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

An applicant or an employee may request a reasonable accommodation at any time, verbally or in writing. A reasonable accommodation request can be made by contacting the Human Resources Department at (619) 426-3595 or by sending an email to MAACHRrecruiter@maacproject.org.

MAAC Human Resources
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