



<b>JOB TITLE:</b>	Home Base Teacher I		<b>STATUS:</b>	Regular / Full Time / 38 weeks
			<b>FLSA Status:</b>	Non-exempt
<b>PROGRAM:</b>	Child Development Del Dios, Escondido	<b>EEOC Job Category:</b>	Professionals	
<b>SALARY RANGE:</b>	\$12.50 - \$14.85	SEIU Local 221 Union Position: Union Membership & Dues Applicable		
<b>OPEN</b>	Opens in-house on 10/03/14. Opens to the public on 10/14/14.			

**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](http://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 and implementing the Home Base Model 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.

- Provide education, parent involvement, health and social services to each family in the caseload
- Develop and support the concept that the parent is the primary educator

## JOB ANNOUNCEMENT

- Assist the Head Start parent in providing a safe environment to prevent and reduce childhood injuries by recognizing safety hazards, dangerous substances, and unsafe conditions
- Recognize symptoms of spousal, sexual, and child abuse and/or neglect and the legal requirements in such cases
- Reinforce good self-help skills, such as washing hands, brushing teeth
- Recognize individual growth, development, language ability, and needs to develop an appropriate Individual Education Program for each child
- Utilize all Head Start resources in assisting the family
- Provide referrals for children and families to community resources to meet identified needs
- Assist the parents in obtaining and maintaining good health and nutrition practices and provide information relevant to the family culture
- Assist the parents in utilizing home space, relationships, materials, and home routines as resources for an interesting, secure, and enjoyable environment that encourages play, exploration, and learning
- Provide materials, equipment, and opportunities for indoor and outdoor activities that encourage development and recognize individual differences
- Implement the principles of bilingual language development and the High Scope curriculum
- Maintain an open, friendly, and cooperative relationship with each other family member to encourage and support parent involvement and provide necessary services
- Make a minimum of one (1) home visit (90 minutes duration) per week per family
- Plan and implement two (2) monthly cluster sessions, which focus on child development concepts and techniques for parents
- Maintain and update written records and reports in a timely manner
- Design and present trainings, workshops, for staff, parents, and volunteers
- Attend mandated training programs, conferences, courses which will assure professional growth
- Perform other related duties as assigned

### EDUCATION/EXPERIENCE

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- High school diploma or GED, and
- Twelve (12) semester units in early childhood education or child development [must include CORE units of Child, Growth and Development and Child, Family and Community] or a Child Development Associate (CDA) credential and one (1) year experience working with adults in an educational or social service setting
- Bilingual (English / Spanish) speaking, reading, and writing required.

### Knowledge, Skills and Abilities

- Knowledge of child development principles, bilingual language development principles, and the Head Start curriculum
- In-depth knowledge of early childhood education, adult education, social services, and/or home base activities as well as Head Start policies and procedures and North County communities and resources
- Knowledge and skills in designing and presenting trainings and workshops

### 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 by a doctor/clinic designated by MAAC within seven (7) days 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.

## **JOB ANNOUNCEMENT**

- Bilingual (English / Spanish) speaking, reading, and writing required

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

### **VALUE-BASED BEHAVIORS**

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- 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

### **HEALTH STATUS**

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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**

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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**

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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**

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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**

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

**HOW TO APPLY**

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Please download an application from the employment section of our website, [www.maacproject.org](http://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  
1355 Third Avenue, Chula Vista, CA 91911  
(619) 426-3595 • HR Fax (619) 426-3443  
800 W Los Vallecitos Blvd, Suite J, San Marcos, CA 92069  
(760) 471-4210 • HR Fax (760) 471-3753