



JOB ANNOUNCEMENT

JOB TITLE:	Teacher Assistant Trainee	STATUS:	Forty-two (42) weeks. Limited to twenty (20) hours per week [Four (4) hours per day- Five (5) days per week]
		FLSA Status:	Non-exempt
PROGRAM:	Child Development Gosnell, San Marcos	EEOC Job Category:	Service Worker
SALARY RANGE:	\$10.46 - \$12.44 per hour- No benefits		
OPEN	One (1) vacancy. Opens on 10/03/2014. Apply immediately.		

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 550 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 Start/State Preschool 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 supervision of the Center Director (or designated teaching staff) aids in the instruction of children. The incumbent may be assigned to various classrooms/centers/bus routes as deemed necessary for program operations.

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.

- Assists in the instruction of the pre-school aged children.
- Assists in implementing weekly lesson plans that integrate activities that are developmentally appropriate for preschool children that reflect Head Start, and other related child development programs, curriculum and philosophy, and comply with program Performance Standards.
- Aids in developing and maintaining a safe and pleasing environment for the children which facilitates their ability to grow physically, socially, emotionally, and intellectually.
- Assists in administering the screening of each child using appropriate assessment tools but not the translating/interpreting of those assessments.
- Assists in ensuring that daily hygiene needs are met by modeling such routines as tooth brushing, hand washing, use of the bathroom, and meal activities.
- Assists in ensuring the safety of the classroom as well as the outdoor playground; helps in the supervision of outdoor play environment and field trips.
- Assists in providing emotional support and encourages high self-esteem in the children.
- Participates in required training.
- Administers first aid when needed.
- Participates in center level case management meetings as needed.
- Observes the development of IEP's for children with special needs.
- Assists with the preparation of monthly reports on attendance, excused absences, daily sign in/put sheets, in-kind and meal counts.
- May help with conducting home visits and parent/teacher conferences.
- Participates in cross-component tasks; works with community resources to identify child/family needs and refers to proper resources for assistance.
- Attends all workshop and meetings as deemed necessary by the supervisor.
- Attends all required staff and parent meetings and activities.
- Performs other related duties as assigned.

QUALIFICATIONS AND SKILLS

Knowledge of:

- Computers and related software programs; must be computer literate

Ability to:

- Assist in creating and maintaining a safe learning environment for children and others; work effectively with children, parents, family, and community; demonstrate effective oral and written communication skills; demonstrate sensitivity to the needs of culturally and ethnically diverse groups
- Bilingual (English / Spanish) speaking, reading, and writing 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, G.E.D. equivalency or High School Proficiency Certificate required. Child Development or Early Childhood Education units from an accredited college/university or ROP Training in a Child Development Program preferred.
- 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.

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 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.

Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee regularly works under typical childcare conditions; the noise level varies quiet to loud.

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.

ADDITIONAL INFORMATION

This position is designed as a career pathway for MAAC Head Start parents. The position requires enrollment, and continuous participation, in Child Development or Early Childhood Education classes. All persons hired in this position will be required to enroll in classes and take (on their own) and successfully complete (with at least a "C") a minimum of six (6) units of Child Development (CD) or Early Childhood Education (ECE) at an accredited college or university within 12 months of employment. Employment in this classification is limited to one (1) year. An extension, of no more than six (6) months, may be granted at the discretion of the President/CEO or his/her designee.

The Teacher Assistant Trainee cannot be used to provide breaks and planning time for Teacher and Associate Teacher. This position may not be left alone supervising children.

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 promotes a diverse workforce and is an Equal Opportunity Employer M/F/D/V.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact the Human Resources Department at 619-426-3595 x 1255 or by email to MAACHRrecruiter@maacproject.org.

MAAC Human Resources
800 W Los Vallecitos, Suite J, San Marcos, CA 92061
(760) 471-4210 • HR Fax (760) 471-3753