



## EMPLOYMENT OPPORTUNITIES

**Position:** PRE-SCHOOL TEACHERS  
**Locations:** South San Francisco, San Mateo and Menlo Park  
**Salary Range:** Starting at \$19.00 & Depending on Qualifications & Experience

### **APPLICATION AND SELECTION PROCESS:**

IHSD Head Start & Early Head Start Programs require all applicants to submit copies of transcripts, degree(s) and any certification along with the cover letter and resume. All applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. The best candidates for the position will be invited for a panel interview.

### **ATTRACTIVE BENEFITS:**

**Employer Paid - Medical, Dental and Life Insurance; Vision Savings Eye Care Program**

**Employer Assistance Program**

**Voluntary Long Term Disability Insurance**

**Commuter Benefits**

**403(b) Retirement Plan Benefits - 8% funded by employer**

**Paid Holidays, Paid Vacation, Paid Personal Days and Paid Sick Time**

**Limited Time ONLY & after 6 months of full time employment: Sign-On Bonus and Relocation allowance will be provided if coming from out of the State of CA**

### **JOB DUTIES:**

1. Teach a group of children ages 3-5
2. Plan, develop and carry out classroom goals and objectives
3. Develop Individualized Learning plan (ILP) for each child
4. Maintain accurate records on children's developmental progress
5. Make two (2) home visits per year for each child to assess needs and keep parents informed about child's progress
6. Conduct developmental screenings and observations

### **QUALIFICATIONS:**

1. **REQUIRED COPIES OF THE FOLLOWING NEEDED - DEGREE, TRANSCRIPT (OFFICIAL OR UNOFFICIAL), CHILD DEVELOPMENT TEACHER'S PERMIT**
2. AA or BA in Early Childhood Education or Child Development Permit preferred
3. A minimum of 1 year actual classroom teaching experience
4. Proof of completion of core ECE courses: Child Development, Early Childhood Education Principles, Early Childhood Education Curriculum, Child, Family & Community.
5. Current California Child Development Teacher Permit or qualified for a Teacher's Permit desirable
6. Bilingual in Spanish desirable

### **HEALTH AND OTHER REQUIREMENTS:**

Physical Examination, TB Test, Immunizations and CPR upon employment  
Fingerprint Clearance/Child Abuse Index/Criminal Record Statement/NSOPW

**APPLY:** Attn: Human Resources Department  
Institute for Human and Social Development  
155 Bovet Road, Suite 300  
San Mateo, CA 94402  
E-Mail to: [hr\\_resume@ihsdinc.org](mailto:hr_resume@ihsdinc.org)

**AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER**