



EMPLOYMENT OPPORTUNITIES

Position: LEAD TEACHERS
Location: San Mateo
Salary Range: \$24.50 & Depending on Qualifications & Experience

APPLICATION AND SELECTION PROCESS:

IHSD Head Start & Early Head Start Programs requires 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 Incentive 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. Plan, develop and carry out classroom goals and objectives.
2. Will be responsible in supporting the social-emotional and cognitive growth and development of all children.
3. Develops partnerships with families to engage and encourage parent/caregiver participation in program.
4. Supervises and mentors team members such as teachers, parents, caregiver participation in program.
5. Will support the Site Supervisor and work closely with the Family Services Specialist to ensure that high quality services are being provided to all children and families of the program. Make two (2) home visits per year for each child to assess needs and keep parents informed about child's progress. Conduct developmental screenings and observations.
6. Ensure compliance with all State, Federal and Agency Policies & Procedures.

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
3. A minimum of 1-year actual classroom teaching experience
4. Proof of completion of core ECE courses: **6 Infant Units**, (ECE201 Child Development, ECE210 Early Childhood Education Principles, ECE211 Early Childhood Education Curriculum, ECE212 Child, Family and Community)
5. Current California Child Development Teacher Permit or qualified for a Teacher's Permit
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

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER