



CITY OF OAKLAND
invites applications for the position of:
Head Start Instructor (Continuous)

SALARY: \$3,155.75 - \$3,874.00 Monthly
 \$37,869.00 - \$46,488.00 Annually

OPENING DATE: 07/10/17

CLOSING DATE: Continuous

THE POSITION:

The City of Oakland is currently recruiting to fill several Head Start Instructor vacancies (in either/or Center-based and Home-based settings) within the Human Services Department. Oakland is proud to offer their employees a generous comprehensive benefit package and is committed to the well-being of its employees. Benefits can include: Medical coverage, dental plans, vision care as well as deferred compensation, life insurance, and flexible spending accounts.

The Head Start Instructor instructs children enrolled in the Head Start Program/State Preschool Program; instructs parents on early childhood development concepts; assists in developmental assessments; organizes and sets up education and play materials for classroom and/or makes home visits; and performs related duties as assigned.

****Required at the time of application:** Copy of College Transcript and copy of a State of California Child Development Permit at Master Teacher level or higher (or copy of proof of application). Applications without the required documents will be considered incomplete. Please be sure to scan and attached the required documents to your online application.

This is a public contact position. Although no current vacancies require a specific language, the eligible list may be used to fill future vacancies that may require bilingual skills.

The eligibility list established from this recruitment may be used to fill other vacancies that occur within The City including full-time and permanent part-time positions, if applicable.

This recruitment may close without notice once a sufficient number of applications have been received.

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EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Instruct children in basic pre-school education concepts.
- Organize and set up developmentally appropriate education and play materials for the classroom.
- Conduct fire, disaster and safety drills in the classroom; inspect facility for safety standards and maintenance needs.
- Assist in planning, organizing and scheduling daily activities at the center/classroom or in the home.
- Conduct developmental screenings, ongoing child observations, developmental assessments and devise Individual Development Plans (IDP) on all children enrolled in program; assist in developing Individual Education Plans (IEP) for special needs children.
- Maintain a clean and organized indoor and outdoor environment, including the food service area.
- Make initial and final home visits; make additional/on-going home visits as needed.

- Prepare snacks and serve meals.
- Conduct outreach and recruit children and families for enrollment in the program.
- Observe and supervise children in activities and ensure their health and safety at all times.
- Observe children for unusual behavior or illness and notify parents.
- Conduct parent conferences.
- Keep routine records for daily attendance and progress of children in the classroom and/or the home.
- Collaborate with parents in providing an individualized educational program for their children.
- Provide parent education, planning, and goal setting for parents.
- May assist with the process of planning and implementing the health programs in areas such as physical examination, vision, hearing, dental screening, and growth/nutritional assessment; complete vision, hearing, growth, and nutrition assessments as needed; provide all necessary follow-up in these or other health needs.
- Promote parent/child bonding and nurturing parent/child relationships through modeling developmentally and culturally sensitive interactions and communications.
- Maintain high quality classroom environments that meet or exceed the national average.
- Administer Pediatric First Aid and Cardiopulmonary Resuscitation (CPR), as needed.

MINIMUM REQUIREMENTS FOR APPLICATION:

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

Bachelor's or advanced degree in Early Childhood Education or related field including twelve (12) post-secondary semester units or equivalent quarter units in early childhood education or child development, plus three (3) units supervised field experience in ECE/CD setting completed at an accredited or approved college or university;

AND hold, or qualify for, a Master Teacher Child Development Permit (or higher level permit) issued by the State of California.

Experience:

Six months of full-time work experience or one year of part-time experience in a licensed child care center or comparable group child care program.

Copy of college transcript is required and must be attached. A State of California Child Development Permit at Master Teacher level or higher (or proof of application) is also required. Applications submitted without the required documents will be considered incomplete. Please be sure to scan and attached the required documents to your on-line application.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Must obtain a State of California Child Development Permit at the Master Teacher Child Development level within six months and maintain throughout tenure of employment. Must demonstrate proof of application for Master Teacher (or higher level) permit from the State of California upon hire. Failure to obtain relevant teaching permit within six months will be grounds for removal during probation.

Must obtain Pediatric First Aid and CPR certifications within one year of employment and maintain throughout tenure of employment.

OTHER REQUIREMENTS

Depending on nature of assignment, candidates who receive offers of employment will be **required** to submit fingerprints, undergo a criminal record clearance, and have a physical

examination including a TB screening.

Proficiency in a foreign language may be required.

KNOWLEDGE & ABILITIES:

Knowledge of:

- Early childhood development, growth and behavior.
- Motor skills and development.
- Teaching in an early childhood setting.
- Classroom management with pre-school children.
- Report writing.
- Safe work practices.
- Modern office equipment.
- Personal computer and software applications.

Ability to:

- Lead learning activities for children and parents.
- Maintain records and effectively prepare reports.
- Screen and assess children using developmentally appropriate tools; input data into program management tracking software.
- Plan developmentally appropriate activities for children.
- Learn and follow Head Start and California Childcare Licensing rules and regulations.
- Communicate effectively with children and parents.
- Follow oral and written directions.
- Work as part of a team in a culturally diverse environment.
- Organize and complete work assignments to meet established deadlines pursuant to performance standards and departmental policies and procedures.
- Make objective observations of children and communicate the findings in writing.
- Stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, and lift up to 50 lbs. while monitoring children.
- Grasp and manipulate items such as writing utensils.
- Sit on the floor while working with infants, toddlers and children.
- Carry toddlers as needed.
- Walk from a parked car to a home site and climb up flights of stairs as necessary.
- Administer Pediatric First Aid and CPR.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

SUPPLEMENTAL INFORMATION:

The Selection Process

Stage I: The first stage in the selection process will consist of a review of each applicant employment application, copy of teacher's permit at Master Teacher Level, and supplemental questionnaire for minimum qualifications (weighted pass/fail). Be sure to scan and attach a copy of your teacher's permit at Master Teacher level to your on-line application. **Applications submitted without all required materials will not be given further consideration.**

Stage II: The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency and/or veteran points) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of a written or oral examination that may be preceded by a brief assessment exercise (weighted 100%) and that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening OR the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

How to Apply

Apply prior to the closing time of the job announcement and allow at least an hour to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at:

<http://agency.governmentjobs.com/oaklandca/default.cfm>

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.). Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact the Help Desk at (877) 204-4442.

You may also call the City of Oakland Department of Human Resources Management at (510) 238-3112 for information.

Date Of Examination:

To Be Determined.

The City of Oakland is an EEO/ADA Employer.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-3254.

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<http://www2.oaklandnet.com/Government/o/HumanResources/index.htm>

150 Frank H. Ogawa Plaza - 2nd Floor
Oakland, CA 94612
(510) 238-3112

Position #17-PP114-04
HEAD START INSTRUCTOR (CONTINUOUS)
AD

Head Start Instructor (Continuous) Supplemental Questionnaire

- * 1. Be sure to answer the supplemental questions thoroughly and accurately. Applicants are

responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions may determine your application status and/or rank on an eligible list. I have read and understand the statement above concerning submission of supplemental responses.

Yes No

- * 2. What is the highest degree or level of school you have completed? If currently enrolled, highest degree received.
 - High school graduate, diploma or the equivalent (for example: GED)
 - Some college credit, no degree
 - Associate degree
 - Bachelor's degree
 - Master's degree
 - Doctorate degree
 - Other
- * 3. Please indicate your level of experience in a licensed child care center or comparable group child care program.
 - None, but willing to learn
 - 0-6 months
 - 6-12 months
 - 1 or more years
- * 4. Do you have a copy of your Master Teacher Permit (or higher level permit) or application for your Master Teacher Permit issued by the State of California?
 - Yes, and I have attached my permit (or application) to my application.
 - No, I do not possess a Master Teacher Permit.
- * 5. Describe your experience implementing the following age and developmentally appropriate activities for children 3-5 years: a) activities that promote social/emotional development b) activities that promote cognitive development c) activities that promote fine and gross motor development d) activities that promote health, safety, hygiene, mental health and nutritional development
- * 6. Describe your experience assessing, recording, and analyzing a child's growth and development in a preschool classroom or home visit setting. Please include in your response your experience writing observations and developing individualized plans for preschool age children, and inputting data into a program management tracking system.
- * 7. Describe your experience interacting with children and parents in a skilled and sensitive manner, including your ability to respect cultural differences and recognize the need for different approaches base on individual and unique needs, including children with disabilities and behavioral issues.
- * 8. Describe the supervision techniques you utilize, and how you would ensure that preschool children are well supervised at all times.
- * 9. Describe your experience, methods, and techniques used to develop preschool curriculum plans. Provide specific examples for a multi-cultural setting.
- * 10. This recruitment is being announced in accordance with Section 5.03 of the Civil Service

Rules. The eligible list generated from this announcement will be used to fill positions that may or may not require bilingual skills. For positions in this classification requiring selective certification of bilingual skills, only the highest ranking candidates who demonstrate bilingual proficiency in the following languages: Spanish, Cantonese, and Mandarin, will be referred to the hiring department. Bilingual skills will be tested prior to a final offer of employment; screening for bilingual skills may be conducted on the same day as a written exam or oral board interview. Identify the language(s) for which you have bilingual conversational proficiency. If you do not have bilingual conversational proficiency in any of the identified languages, check the appropriate box. Although the current vacancy does not require bilingual skills, future vacancies may require such skills.

Spanish

Cantonese

Mandarin

I do not have bilingual conversational proficiency in any of the identified languages, but I am still interested in the position.

* Required Question