EMPLOYMENT OPPORTUNITY

www.seta.net

Sacramento Employment and Training Agency
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone (916) 263-3800
TDD 1-800-735-2929
24-Hour Job Line (916) 552-1478

HEAD START SUBSTITUTE CHILD CARE TEACHER
$10.41/HOUR
(CONTINUOUS FILING)

HOW TO APPLY: A completed SETA application, the related signed Head Start Declaration and supplemental application materials must be submitted when applying for the Head Start Substitute Child Care Teacher position.

DEFINITION: Under general supervision, to plan and conduct activities for children 6 months to 12 years old in a day care program; to provide direction to child care program teacher assistants and parent volunteers; and to do related work as required.

EXAMPLES OF DUTIES: Under general supervision, to plan and conduct classroom activities which provide individual developmental experiences for children; to perform classroom teaching duties; to be responsible for the health, safety, and personal welfare of assigned children; to provide some direction for Teacher Assistants and parent volunteers; to conduct home visits and promote parent involvement in the classroom; and to do related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of: Day Care programs and functions, developmental stages and needs of infants to 12 years old; child abuse reporting laws; problems and needs of low-income families; teaching methods and techniques.

Ability to: Plan and implement daily activities for children from 6 months to 12 years in a day care program operated by Head Start; provide guidance for the parent volunteers and teacher assistants; promote the SETA program within the community it serves; work effectively with low-income families and parent groups; speak and write effectively; mainstream records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

At least one (1) year of successful work experience as a teacher or a teacher assistant in a day care program in an educational or recreational setting.

SPECIAL REQUIREMENTS: Candidates must possess a minimum of six (6) college units in Early Childhood Education (ECE) and be willing to obtain an additional six (6) units in ECE within one (1) year of the hire date.

SETA does not discriminate on the basis of race, creed, religion, color, sex, age, sexual orientation, or disability in any of its programs or activities. An equal opportunity employer. Women, minorities, disabled, and disabled veterans encouraged to apply.

When assigned to infant care, the teacher shall have at least three (3) of the semester units above related to the care of infants.

When assigned to school age care, the teacher may substitute twelve (12) units appropriate to elementary school age children on a unit-per-unit basis or recreational units relevant to elementary school age children.

SELECTION PROCESS: Applications will be accepted for this position on a continuous basis. Once a sufficient number of applications have been received an Application Screening Committee will rate the applications based upon criteria which demonstrates an applicant's job related training, experience and education. Such ratings will constitute the applicant's total score. Therefore, applicants are urged to submit sufficiently detailed information in their application materials for a proper evaluation. Those applicants who are successful will be placed in an on-call pool.

NOTE: Those selected will be required to submit verification of citizenship or legal right to work in the United States at time of employment. Employment is subject to successful completion of fingerprint clearance.

These temporary, on-call, positions are not entitled to SETA benefits.

E M P L O Y M E N T A P P L I C A T I O N

Sacramento Employment and Training Agency
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24 Hour Job Line (916) 552-1478
TDD CA Relay System 1 (800) 735-2929

INSTRUCTIONS:

1. PRINT LEGIBLY OR TYPE: This application is part of the examination process. Late and/or incomplete applications will be rejected.

2. Print or type the title of the examination in space provided.

3. Complete a separate application for each examination desired. Make sure proper job title appears on each application.

4. Complete both sides of the application form. All applications must have an original signature and must be dated.

5. Applicants must meet all qualifications for classification by the final filing date, unless specifically exempted in the job announcement. An incomplete application may be grounds for rejection. An applicant may be required to submit additional proof of qualifications and verification of education and training.

6. It is the applicant's responsibility to insure the application is in the SETA Personnel Office NO LATER THAN 5:00 P.M. on the filing deadline. Postmarks are not accepted. Facsimiles and late applications will be rejected.

7. In compliance with State and Federal Laws, the Sacramento Employment and Training Agency will employ and promote qualified individuals without regard to disability. SETA 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 by the filing deadline. Please fill out the Accommodation section of this application completely, otherwise it may not be possible to arrange accommodations for the selection process. For more information call (916)263-3800.

8. It is the policy of SETA to treat each applicant in a fair and consistent manner. The applicants experience, knowledge, skills, and abilities as demonstrated on the employment application are the relevant factors used in the screening process.

RECRUITMENT INFORMATION - Please indicate how you became aware of this job opportunity:

- ☐ Sacramento Bee
- ☐ Sacramento Observer
- ☐ Job Journal
- ☐ Career Builder
- ☐ City Office
- ☐ County Office
- ☐ State Employment Office (EDD)
- ☐ SETA Office
- ☐ Sacramento Works Career Center
- ☐ Word of Mouth
- ☐ Other: _____

AFFIRMATIVE ACTION QUESTIONNAIRE

DO NOT DETACH
(PLEASE PRINT OR TYPE)

_____ SEX: Male ___ Female ___
Job Title

AGE: Over ___ Under 40 ___

To further it's commitment to Equal Opportunity Employment, SETA is requesting all applicants for examination to voluntarily provide the following information. The information will be detached from the application and will be used only for research and evaluation purposes. This information will not have any effect upon your application.

ETHNIC ORIGIN (Please Check One)

☐ **American Indian** - Persons descended from the original people of North America and who maintain cultural identification through tribal affiliation or community organization.

☐ **African American** - Persons of African descent including Black persons with Spanish surname.

☐ **Asian Indian** - Includes persons of Pakistani and East Indian descent.

☐ **Caucasian** - Includes persons of Indo-European descent except those in other groups.

☐ **Chinese** - Includes persons of Chinese, Indo-Chinese, or Korean descent.

☐ **Filipino** - Persons of Filipino descent.

☐ **Hispanic** - Includes all persons of Mexican-Latin American, or Spanish descent except those who are Black.

☐ **Japanese** - Persons of Japanese descent.

☐ **Polynesian** - Includes persons of Polynesian descent who are not included in any other group.

Sacramento Employment and Training Agency

EMPLOYMENT APPLICATION

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815
(916) 263-3800

Job Title:

IMPORTANT: This application is part of the examination process. It must be completely filled out, signed, and dated to be accepted. Late and/or incomplete applications will be rejected.

PRINT OR TYPE *(for simplification of processing only)*

Name | Social Security Number

Address | City | State | Zip Code

Home Phone | Work/Message Phone

For Office Use Only:

____ Accommodations
____ Application
____ Application Rejected
____ Education
____ Does Not Meet MQ's
____ Late
____ Other

Education and Training: You may be required to submit verification of your college education prior to employment.

1. High School Graduate or Passed GED? YES____ NO____

2.

Name & Location of College, University, or Trade School	Major Course of Study	Units Completed		Diploma, Certificate, or Degree Received
		Semester Units	Quarter Units	

3. List current certificates of professional competence, licenses, membership in professional associations.

_____

4. Current/Former Head Start Parent? YES____ NO____

ALL APPLICANTS must immediately notify the SETA Personnel Office of address/phone number changes by calling 263-3588.

Convictions: Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. Some classifications may require a fingerprinting check as verification. You may omit any conviction committed prior to your 18th birthday, which was finally settled in Juvenile Court, or under a youth offender law.

FAILURE TO LIST CONVICTIONS MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS OR EMPLOYMENT

Have you ever been convicted of a crime? YES____ NO____

List all convictions. Attach additional sheet if necessary. (Cite Penal Code if known.)

Offense: _____ Conviction Date: _____ Location: _____ Fine/Sentence: _____

Accommodations: Describe any accommodation you may need in taking the examination:

TDD CA Relay System 1-800-735-2929

EMPLOYMENT HISTORY: List your work record for the last 10 years and related volunteer experience. Begin with your most recent position, include U.S. Military service. This section must be filled out completely. Attaching a resume without completing this section will render your application incomplete. If you need additional space, you may attach additional documentation.

IMPORTANT: Check box if you **DO NOT** want us contacting the employer listed.

☐ From: To: Last Salary: Hours per week:	Job Title and Duties:	Organization: Address: Phone: Name of Supervisor: Reason for leaving:
☐ From: To: Last Salary: Hours per week:	Job Title and Duties:	Organization: Address: Phone: Name of Supervisor: Reason for leaving:
☐ From: To: Last Salary: Hours per week:	Job Title and Duties:	Organization: Address: Phone: Name of Supervisor: Reason for leaving:
☐ From: To: Last Salary: Hours per week:	Job Title and Duties:	Organization: Address: Phone: Name of Supervisor: Reason for leaving:

Do you have any relative(s) currently employed by SETA? If yes, list name(s):

_____

Are you receiving benefits from the Sacramento County Retirement System?

Yes ☐ No ☐

SKILLS: Typing _____WPM 10 Key_____ Language _____ ☐ verbal

I am proficient in the following software applications: ☐ written

READ BEFORE SIGNING: I hereby certify that all statements made on or in connection with this application are true to the best of my knowledge. I understand that false statements and/or failure to meet legal minimum qualifications for this position will be sufficient cause to eliminate me from the examination or dismiss me from employment. I understand that if I am offered employment a medical examination and/or fingerprinting may be required. I understand and give you permission to contact my previous employers, except those indicated above.

Your signature _____ **Date** _____

(all applications must have an original signature to be considered valid)

Sacramento Employment and Training Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: http://www.seta.net

Release of Information Form

I, _____, hereby authorize the Sacramento Employment and Training Agency (SETA) to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to SETA any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release SETA, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ _____

Signature Date

HEAD START DECLARATION
Confidential Personnel File Information

In compliance with 45 CFR Part 1301, Subpart D, Head Start Grants Administration Personnel Policies, Section 1301.31 (c) and (d).

Name of Prospective Employee (Please Print): _____

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

(1) All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;

(2) Convictions related to other forms of child abuse and/or neglect; and

(3) All convictions of violent felonies.

The declaration may exclude:

- Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law;
- Any conviction for which the record has been expunged under Federal or State Law; and
- Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with, or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge, or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I have not been arrested, charged, and/or convicted on one or more of the three types of offenses listed above.

_____ _____
Signature Date

*****OR*****

I have been arrested, charged, and/or convicted on one or more of the three types of offenses listed above. If so, please attach information listing the offenses(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.

_____ _____
Signature Date

HEAD START
SUPPLEMENTAL APPLICATION FORM

This SUPPLEMENTAL APPLICATION form, along with the required documents noted below MUST BE ATTACHED to a completed SETA application and must be received in the SETA office at 925 Del Paso Blvd., Suite #100, no later than 5:00 p.m. on the final filing date as noted on the job announcement. Failure to attach the required documents may result in disqualification from the application process.

Please Print:

Candidate Name: _____

Date: _____

Position Applying For: _____

DOCUMENTS REQUIRED

1) A copy of your latest "unofficial" or "official" college transcripts verifying completion of the required units as noted on the job announcement; **and**

2) A copy of your Child Development Permit issued by the State of California.

jw//revised: 07/15/2011