

MONTCLAIR

CAREER OPPORTUNITIES

An Equal Opportunity Employer

LEARNING LEADER

Salary:\$12.10-\$14.70/hr. (Two-year Grant position)

This is a part-time, two-year contract position dependent on grant funding and grant performance. The incumbent will work approximately fifteen hours per week, Monday through Friday at a designated Montclair school. This is an hourly grant position offering no supplemental employee benefits other than salary.

ESSENTIAL JOB DUTIES

Under direction, the Learning Leader assists in the preparation of instructional materials; tutors children; listens to children read; leads discussions and plays games with children; demonstrates arts and crafts projects; helps find reference materials; helps with the evaluation of the students progress; helps maintain a supportive learning environment; follows staff's lesson plans; assists the staff in preparation of plans or follows up on plans based on staffs direction and explanation of student's needs; maintains inventories of materials and equipment; performs clerical tasks such as charting student progress, keeping records, and reflection attendance, straightens and organizes learning facility; may accompany students on field trips; attends in-service training; and maintains discipline and monitors room in absence of staff.

QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

Requires college Associate degree or equivalent college units; i.e., 90 quarter or 60 semester units, **or** possession of an Instructional Aide Certificate; paid or volunteer experience working with children in a school, recreation, and/or day camp setting; possession of First Aid and CPR certificate (completed by start of program); and the ability and desire to deal effectively and properly with children.

Knowledge of: basic arithmetic computations; correct English usage, spelling, grammar, and punctuation; methods and techniques used in tutoring and working effectively with youth; general needs and behavior patterns of youth; and knowledge of recreation principles and practices.

Ability to: project a mature, constructive, stable, positive attitude in a learning environment; learn pertinent procedures and functions quickly and apply them without close and immediate supervision; read and comprehend materials proficiently; understand the basic concepts of child growth and development and possess a genuine liking for youth; speak, read, and communicate effectively, and carry out oral and written instructions; and establish and maintain a cooperative working relationship with staff; volunteers, parents, and youth.

SELECTION PROCESS

1. Completion of Montclair's application form is required. Attach copy of College diploma or transcripts to application. Resumes will not be accepted in lieu of applications.
2. Applications will be taken on an on-going basis until all positions are filled.
3. Candidates possessing the highest qualifications will be asked to participate in a structured oral interview.
4. Names of successful candidates will be placed on an eligibility list from which a selection will be made. The City Manager will make the final appointments upon recommendations of the Community Development Director.
5. Successful candidates will be required to pass a fingerprint screen and a preemployment physical, including a drug screening, prior to hiring.

APPLICATION PROCEDURE

City application forms are available at the reception desk, City Hall, 5111 Benito Street, Montclair, CA, 91763. Completed and signed applications must be returned to City Hall, Personnel Division. Applications will be taken on a continuous basis until all positions have been filled.



Great weather, excellent schools and nearby colleges, outstanding housing values, safe, stable neighborhoods, and recreational pursuits all contribute to a family oriented community with over 62 percent owner-occupied housing.



Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area.



The Montclair Plaza, which opened in 1968, has five major anchor stores, a food court, and over 200 specialty stores that provides major retail shopping for the Inland Empire.



The Montclair Transcenter is home to the Metrolink Station, Omnitrans and Foothill Transit bus services, a park-and-ride facility, and future home of a Metro Gold Line Station.