



An Equal Opportunity Employer

## **SUBSTITUTE LEARNING LEADER**

SALARY: \$12.50 - \$15.19 per hour (Grant funded position)

This is an on-call, temporary part-time position dependent on grant funding and grant performance. The incumbent may work 0-29 hours per week as needed, Monday through Friday at a designated Montclair After-School Program (MAP) site, with some occasional weekend assignments. This is an hourly paid grant position offering no supplemental employee benefits other than salary and sick leave accrual as per the Healthy Workplace/Healthy Families Act of 2014.

### **ESSENTIAL JOB DUTIES**

Under direction, the Substitute Learning Leader directly supervises a group of students, at an assigned MAP site, or other designated location. Supervision duties include, but are not limited to: providing homework assistance for students in grades K-8; writing lesson plans for and implementing California Common Core standards based learning activities in reading, math, social studies, and science, that are age appropriate and engaging for students; providing other standards based activities such as sports, visual and performing arts, cooking, computers (where available), dance, drama, character development, etc.; maintaining order and a positive atmosphere in the program; assisting in record keeping, such as attendance and student progress; straightening and organizing the learning facility; may accompany students on field trips; attending in-service training.

The Substitute Learning Leader position is scheduled throughout the regular school days during the OMSD academic year and through the Summer Program, and may include additional work days for special programs and planning, as needed.

### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

Basic arithmetic computations; correct English usage, spelling, grammar, and punctuation; methods and techniques used in tutoring and working effectively with youth in Grades K-8; general understanding of Positive Behavioral Interventions and Supports concepts; general needs and behavior patterns of youth; and knowledge of recreation principles and practices.

#### **Skills/Abilities:**

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; understand concepts of classroom management and control; speak, read, and communicate effectively, and carry out oral and written instructions; establish and maintain a cooperative working relationship with staff, volunteers, parents, and youth; and to perform other duties as assigned.

### **EDUCATION, EXPERIENCE, AND LICENSE**

Requires an Associate degree or equivalent in college units, i.e., 90 quarter or 60 semester units **or** possession of an Instructional Aide Certificate **or** a minimum of two years experience working in an educational environment with Children; a TB clearance certificate and First Aid and CPR certificate, must be completed within the first 60 days of employment and the ability and desire to work effectively and properly with children. Possession of a valid California driver's license and proof of insurability required.

### **SELECTION PROCESS**

1. Completion of Montclair's **Employment Application** form, **Supplemental Questionnaire for Criminal Convictions** (Recreation and Learning Positions), and **Montclair After School Program Application Supplement** are **required**. **Attach copy of College diploma, Instructional Aide Certificate, or transcripts to application (also required)**. Resumes will not be accepted in lieu of applications.
2. Applications will be taken on a continuous basis, and candidates will be notified as openings occur.
3. Candidates possessing the highest qualifications will be invited 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 Human Services Director.
5. Successful candidates will be offered the position contingent upon his/her passing a fingerprint screen background investigation and a preemployment physical, including a drug screen, prior to hiring.

### **APPLICATION PROCEDURE AND FILING DEADLINE**

City application forms and supplements are available at the reception desk, City Hall, 5111 Benito Street, Montclair, California, 91763, or can be located on the City's website at **www.cityofmontclair.org**. Completed and signed applications with required supplements and college diploma/transcripts or instructional aide certificate must be returned to City Hall, Personnel Division either in person, by U.S. mail, via fax to (909) 621-1584, or via email to **jobs@cityofmontclair.org** Applications will be taken on a continuous basis, and candidates will be notified as openings occur.

*Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.*

## ***THE CITY***

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

## ***PERSONNEL PROCEDURES***

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

## ***EMPLOYMENT RULES***

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense.

## ***NONDISCRIMINATION POLICY***

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.

