



An Equal Opportunity Employer

SENIOR LEARNING LEADER

\$18.67 - \$22.69 per hour

This is a part-time position dependent on grant funding and grant performance. The incumbent may work an average of 29 hours per week as needed, Monday through Friday between the hours of 12:00 p.m. and 6:30 p.m. at a designated Montclair After-School Program (MAP) site, with some occasional morning, evening and 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 Sr. Learning Leader assists with day-to-day operations of MAP sites with anywhere between 40-120 students while supervising a team of Learning Leaders and Substitute Learning Leaders. The Sr. Learning Leader assists in the planning, preparation, and implementation of materials at a school site or other designated location and understands the California Department of Education After School Education and Safety program elements and requirements; serves as a liaison between the site (School or Community location) staff and the supervising City of Montclair Learning Coordinator for the site; supervises and provides direction to Learning Leaders in implementing the academic enrichment, physical activity, and homework assistance; assists the Learning Coordinator with evaluation of the site needs; assists with record keeping and preparation of reports; maintains a neat and orderly learning facility; may accompany students on field trips; attends in-service training; and provides a supportive and positive learning environment.

The Senior Learning Leader position is scheduled for most regular school days during the OMSD academic year, and may include additional work days for special programs and planning as needed.

QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

Requires the desire to work effectively and properly with children using positive behavioral intervention and support concepts, a High School Diploma or equivalent **and** an Associate degree or equivalent in college units, i.e., 90 quarter or 60 semester units **or** possession of an Instructional Aide Certificate. Three years experience working in an educational environment with students grades K-8 is preferred. Must possess a First Aid and CPR certificate (which has been issued after completion of a class given by a recognized agency such as the American Heart Association or the America Red Cross—**on-line certificates will not be accepted**) and TB clearance certificate by start of program; and the ability and desire to deal effectively and properly with children. Possession of a valid California drivers license and proof of insurability required.

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.

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. Applications will be screened for conformance with required and desirable qualifications. 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 appointment, upon recommendation of the Director of Human Services.
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 screening, prior to hiring.

APPLICATION PROCEDURE

City application forms and supplements are available 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, 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.

