



An Equal Opportunity Employer
SENIOR LEARNING LEADER

\$23.69 - \$28.79 per hour

This part-time Senior Learning Leader position works within the Montclair After-School Program at a designated site up to an average of 29 hours per week as needed. During the regular school year, the Senior Learning Leader may work Monday through Friday between the hours of 12:00 p.m. and 6:30 p.m. and during the Summer program between the hours of 7:30 a.m. and 2:30 p.m., with some occasional morning, evening and weekend assignments. This is an hourly paid grant position offering no supplemental employee benefits other than salary and is dependent on grant funding and grant performance.

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; supervises and provides direction to Learning Leaders and Substitute 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.

ORGANIZATIONAL RESPONSIBILITIES

This is a nonmanagement position and reports to the Senior Learning Coordinator or Learning Coordinator.

QUALIFICATIONS, KNOWLEDGE, ABILITIES, AND LICENSE

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. If the Instructional Aide test is required, the candidate must successfully complete the test within the first 60 days of employment. Three years experience working in an educational environment with students grades K-8 is preferred. Must possess a First Aid and CPR certificate and TB clearance certificate within the first 60 days of employment; and the ability and desire to deal effectively and properly with children. The initial TB test and First Aid and CPR certification, and the instructional aide test, if applicable, will be completed at no cost to the employee. 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.

PHYSICAL DEMANDS:

Must be able to stand for extended periods of time; lead physical education activities that may include running, jumping, or throwing a ball. This position requires the physical ability to stoop, bend, twist, kneel and reach; to lift, carry and handle equipment, desks, and boxes without assistance; and to provide visual and auditory supervision of children. The ability to participate in activities with youth indoors or outdoors such as to walk, run, bend, pull, push carry, load/unload supplies, lift up or move up to 50 lbs. Must be able to assume postures to allow physical and visual contact with children and communicate, see and hear well enough to keep participants safe. The position must be able to function well in a noisy, busy environment that includes the *comings and goings* of students and their parents. Work requires supervising students and leading activities outdoors sometimes in damp, cold, and hot weather.

HOURS

The position requires availability five days a week, Monday through Friday during the regular school year from approximately 12:00 p.m.-6:30 p.m. and during the Summer program between the hours of 7:30 a.m. and 2:30 p.m. at a designated MAP site, with some occasional morning, evening and weekend assignments year round.

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 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.

