

### Assistant-Tempe PRE Instruction

City of Tempe / Education, Career & Family Services

- Opening Date:** May 2, 2024
- Closing Date:** Open until the needs of the City are met.
- Hourly Wage:** \$20.00 per hour
- Work Schedule:** Monday-Friday, 7:00 a.m. – 4:00p.m. or 9:00 a.m. – 6:00 p.m. (depending on operational needs)

**This is a Temporary Benefitted eligible position. (Medical Only)**

#### Experience & Training

- Education and/or experience equivalent to a High School Diploma or GED
- Associate degree or 60 credit hours from an accredited college or university (preferred)
- One (1) year of experience working with children (preferred)
- Skill assisting teachers with student learning
- Skill monitoring and assisting students
- Skill communicating orally and in writing
- Skill utilizing classroom supplies and equipment
- Ability to work with culturally diverse students
- Ability to establish and maintain effective relationships with the children and parents
- Coordinate and communicate effectively with the City of Tempe employees including school district staff and participating agencies.
- Maintain discipline, safety and compliance with licensing, district, and Tempe PRE

#### Essential Job Functions:

- To actively support and uphold the City's stated mission and values
- To perform a variety of highly responsible confidential and complex administrative duties associated with monitoring and assisting in the daily operations of the Tempe PRE Program
- To perform a variety of entry-level professional and technical work involved in maintaining site licensing requirements
- Supports in Tempe PRE classrooms year round to ensure high quality learning and ratio compliance
- Assists teacher with instruction, creation of classroom materials and classroom set up
- Works with students on a variety of subjects or in one-on-one or small group instruction
- Monitors and supervise students in classroom, playground, and cafeteria settings
- Prepares workstations or learning centers for children to work on daily lessons

- Assists students with learning reading, writing and math skills
- Supports lead teacher on planning and facilitation of classroom routines and transitions
- Organizes and maintain teaching materials
- Organizes and file student work
- May oversee class as required in teacher's absence
- Attends educational training as required for development and compliance
- Out of school time support in addition to the above:
  - Supports fall, winter spring and summer camps and extended care
  - Develops activities in coordination with Tempe PRE
  - Acts as a key on-site contact and lead in camps and extended care

### **Licenses/Certifications:**

Must meet AZ Dept. of Health Services (DHS) Child Day Care Center Teacher requirements.

- Ability to complete training requirements of DHS staff file within 10 days of hire
- Ability to obtain CPR & 1st Aid Certification within 30 days of hire
- Ability to obtain food handler's card within 30 days of hire
- State of Arizona Identity Verified (IVP) Fingerprint Clearance Card.
- Evidence of TB skin test (other immunizations may be required at time of hire).

### **Applicant Requirement:**

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization. ***Applicant must have reliable transportation.***

### **How to Apply:**

Interested applicants should send a cover letter, resume, and application to **Catalina Martinez** by email at **Pre-K@tempe.gov**. Please type "**Assistant-Tempe PRE Instruction**" in the email subject line.

Questions regarding this position should also be sent by email to **Catalina Martinez.**

**For questions, please contact:  
Catalina Martinez / Tempe Pre Coordinator  
Pre-K@tempe.gov**

**Equal Employment Opportunity:** *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*