

# CITY OF TEMPE

## Temporary Employment Opportunity



Education, Career & Family Services | [www.tempe.gov/jobs](http://www.tempe.gov/jobs)

### Assistant – Tempe PRE Instruction

**Opening Date:** October 22, 2024  
**Closing Date:** December 22, 2024  
**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.



# Temporary Employment Application

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for \_\_\_\_\_

Do you possess a valid Driver's License (may be required for certain positions)?  Yes  No

Your age group is?  15-17 years  18-20 years  21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States?  Yes  No

Have you ever worked for the City of Tempe?  Yes  No

If yes, from \_\_\_\_\_ (mm/yy) to \_\_\_\_\_ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?  Yes  No If yes, please indicate his/her name, position, and relationship to you:

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To assist us with verifying previous work experience and /or education, please list other names you have gone by:

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Are you a veteran?  Yes  No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From \_\_\_\_\_ To \_\_\_\_\_

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification?  Yes  No

If no, please indicate your highest grade level completed \_\_\_\_\_

**Education from an accredited College/University:**

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Trade and/or Technical Schools:**

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

**Special training *that relates to this position*:**

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**List computer software program(s) with which you are proficient in operating *that relate to this position*:**

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**Language Proficiency (other than English):**

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

**DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.**

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours Per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours Per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

Place of Employment or Volunteer Experience:		
Address:	Phone:	
Job Title:	Employees Supervised:	
Supervisor (Name/Title/Phone):		
Employment Dates (mm/yy):		
Hours Per Week:	Wage: \$	per
Work Performed:		
Reason for Leaving:		

**Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?**

Yes  No *If Yes, please explain:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.</b>		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<b><u>FOR ADMINISTRATIVE USE ONLY</u></b>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____