

# CITY OF TEMPE

## Temporary Employment Opportunity



Human Services • Family and Community Support • 3500 South Rural Road, Tempe, 85282 • 480-858-7735 • [www.tempe.gov/jobs](http://www.tempe.gov/jobs)

### **Assistant –Tempe PRE Instruction (Temporary)** Education – Family & Community Support

**Opening Date:** July 17, 2022

**Closing Date:** Open until the needs of the City are met

**Hourly Wage:** \$17

**Work Schedule:** Monday-Friday, 7am – 4 pm, or 9 - 6pm depending on operational needs  
This is a Temporary Benefitted eligible position.

#### **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)
- Knowledge of testing procedures and reading readiness skills / strategies
- 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
- Ability to speak fluent Spanish (preferred)
- 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 policy
- Maintain an environment that promotes cooperation, learning and enjoyment

#### **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).

#### **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

### **Other Duties as Assigned:**

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Monitors and assists with the daily operations of the Tempe PRE Program.

### **Classroom Support**

- Supports in Tempe PRE classrooms during school calendar year 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
- Monitor and supervise students in classroom, playground, and cafeteria settings
- Prepare workstations or learning centers for children to work on daily lessons
- Assist students with learning reading, writing and math skills
- Support lead teacher on facilitation of classroom routines and transitions
- Organize and maintain teaching materials
- Organize and file student work
- Plan for daily activities to meet specific needs of each child
- May oversee class as required in teacher's absence
- Attend 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 & Kid Zone staff
  - Acts as a key on-site contact and lead in camps and extended care

### **Applicant Requirement:**

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

**SUBMIT APPLICATION TO:**  
**City of Tempe**  
**(Education, Family and Community Support)**  
[Pre-K@tempe.gov](mailto:Pre-K@tempe.gov)

**For questions, please contact:**  
**Allie Burke / Tempe PRE Supervisor**  
[Allison\\_burke@tempe.gov](mailto:Allison_burke@tempe.gov)  
**480-695-2577**

**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.*