

**CITY OF DOWNEY**

Human Resources
11111 Brookshire Avenue
Downey, CA 90241-7016
(562) 904-7292

<http://www.downeyca.org>

INVITES APPLICATIONS FOR THE POSITION OF:
ASPIRE PROGRAM LEADER (SCHOOL YEAR AND SUMMER PROGRAM)

An Equal Opportunity/ADA Compliant Employer

COMPENSATION

\$12.31 - \$15.25 Hourly

POSTED: 08/04/17

FINAL FILING DATE: Continuous

ABOUT THE POSITION:

NOTE: This recruitment is open until the needs of the Department are met and may close without prior notice. Applications will be reviewed and testing will be conducted as needed.

The ASPIRE program is seeking active, creative, organized and nurturing individuals to work in elementary and middle schools in Downey for vacancies both during the school year and for summer programming. These positions are funded by a California Department of Education After-School Grant which has been approved for the 2017-2018 school year and summer. Summer programming runs from June 4, 2018 through July 6, 2018. Based on State funding, these positions could potentially continue to the following school year.

DESCRIPTION: Under the direction of the ASPIRE Program Coordinator, the incumbent performs duties in an after school program at elementary and middle schools in the City of Downey.

SCHOOL YEAR WORKING HOURS:

- Monday through Friday - Approximately 1:30 p.m. to 6:15 p.m.
- Attendance at monthly Saturday trainings is required.
- Attendance at monthly staff meetings is required (Mondays at 6:15 pm)
- Part-time shifts may not exceed a total of 999 hours on a fiscal year basis (July 1 through June 30).

SUMMER WORKING HOURS (June 4, 2018 through July 6, 2018):

- Monday through Friday - Approximately 11:00 a.m. to 4:00 p.m.
- Attendance at training week of June 4th – 8th is required.
- Summer program runs from June 11th through July 6, 2018.
- Part-time shifts may not exceed a total of 999 hours on a fiscal year basis (July 1 through June 30).

TEMPORARY/PART-TIME EMPLOYMENT:

Part-Time employment status does not qualify for City paid benefits, except for those required by law. The City does not belong to the Social Security system. However, enrollment in an alternative retirement program is mandatory which requires an employee contribution of 7.5% of base earnings. The City contributes 2.5% and the employee contributes 5% of base earnings.

Certain City operational budgets may not include funding for mandated CalPERS employer contributions; therefore, a qualified candidate who is a current member of CalPERS may be restricted from temporary/part-time employment with the City of Downey.

There are no rights to employment and employment may end with or without cause or advance notice.

EXAMPLES OF ESSENTIAL FUNCTIONS

Develops and implements lesson plans and classroom activities consistent with established program standards, procedures, and guidelines;

Coordinate and lead activities that develop and strengthen academic, physical and social-emotional skills for an assigned group of up to 20 students;

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance to ensure all students are supported and fully engaged in learning;

Assess students on a regular basis;

Communicate with school staff and parents in the areas of student progress, homework, and behavior;

Maintain daily records and complete reports concerning student's incidents, progress, behavior and achievements;

Collaborate with ASPIRE team members to improve own and others' instructional practices and shares best practices;

Refer to the Quality Standards for Expanding Learning in California to understand expectations for a staff member in a quality after school program.

Actively participate in professional development activities, including mandatory meetings and training programs as scheduled (includes Saturday trainings) is required;

Adhere to operating instructions and program schedule, confidentiality standards, and the code of ethical behavior; and

Perform other related duties as assigned.

QUALIFICATIONS

Any combination of experience, training and work experience to demonstrate possession of the required skills, knowledge, and abilities to successfully perform the essential functions of the position is qualifying. The ideal candidate will possess:

Education & Experience: High School graduate or equivalent with two years of experience working with children in an instructional, teaching, or closely related capacity. Completion of at least 48 units in college level coursework* preferred.

* Applicants **must** provide copies of their college/university transcripts (unofficial are acceptable) or degree. Copies **must be uploaded** and submitted with the on-line employment application. Applications received without the required documentation will be considered incomplete and removed from consideration.

ADDITIONAL INFORMATION

Knowledge of: Basic subjects taught in the district schools; safe practices in classroom and playground activities; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy.

Ability to: Communicate clearly and effectively, orally and in writing and maintain effective relationships with students, parents and staff; print and write legibly; understand and follow oral and written directions; meet the physical requirements of the position; and work cooperatively with others; monitor, observe and report student behavior.

License/Certification and Other Requirements: Must be 18 years of age or older. Attainment of CPR (Infant, Child & Adult), First Aid, and Mandated Reporter Certification within 30 days of employment is required and must be maintained throughout employment in the position. Certifications obtained through in-person instruction are highly desirable.

If you currently have the CPR (Infant, Child & Adult) and First Aide Certifications please submit a copy at the time of application.

Online Mandated Child Reporter certification needs to be obtained within 30 days of employment.

Due to the performance of filed duties which may require operation of a motor vehicle, a valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions may be required.

PHYSICAL TASKS AND ABILITIES/ENVIRONMENTAL CONDITIONS

Safely lift and carry 10 to 25 pounds in weight frequently and up to 50 pounds on occasion; bend at the waist; kneel; sit, stand and walk for extended periods of time. The work is performed indoors/outdoors and with exposure to cold and hot weather as a result of outdoor play and excursions.

APPLICATION PROCESS: All application materials submitted by the posted deadline will be reviewed and evaluated on the basis of information submitted to determine the level and scope of the candidate's qualifications for the position. All information provided by an applicant is subject to verification.

Please thoroughly complete the application and supplemental questionnaire. An incomplete application may be removed from consideration.

A resume will **not** be accepted in lieu of a completed employment application.

Those applicants who are determined to meet the desired qualification for the position will be invited to participate in the testing and selection process.

TESTING & SELECTION PROCESS

Part I: Participation in the written test components is based on a candidate's level of education.

- **TEST 1** - A candidate with at least 48 units of completed college level coursework will be required to pass the City of Downey's "*Ability to Assist in Teaching*" assessment exam. A candidate who has previously taken and successfully passed this exam will be exempt from taking the written exam.
- **TEST 2:** A candidate with at least a High School degree (or equivalent) must pass the City of Downey's "*Ability to Assist in Teaching*" assessment exam **AND** must also pass the City of Downey's Written Skills Assessment Examination comprised of reading, writing and mathematics.

A candidate who attains a passing score will be invited to participate in an oral interview before a panel of subject matter experts.

NOTE: The "Ability to Assist in Teaching" exam is part of the State Board of Education and the California Department of Education No Child Left Behind Act. For information on the written examination, please log on to www.codesp.com. A practice examination ([Instructional Aide Practice Test](#)) is also available for your review.

Part II: An applicant who qualifies for exemption from the assessment examination or who has completed all written examination requirements with acceptable results will be invited to participate in an appraisal exam. The appraisal exam is an oral interview before a panel of subject matter experts. The exam is weighted 100% and will determine the order of hiring consideration.

Candidate(s) who complete testing with acceptable results will be considered by the

Department hiring authority. Prior to an employment offer, a comprehensive background investigation is conducted, including fingerprinting. A pre-placement medical exam, including a drug screen will be conducted upon issuance of a conditional offer of employment. A Tuberculosis clearance is required for initial and continuing employment.

Any applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the Human Resources Office at (562) 904-7292 at least 72 hours in advance.

APPLICATION MATERIALS MUST BE SUBMITTED ONLINE

AT:

<http://www.downeyca.org>
Downey Human Resources
11111 Brookshire Avenue
Downey, CA 90241-7016

Job #17-003
ASPIRE PROGRAM LEADER (SCHOOL YEAR AND SUMMER PROGRAM)
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The provisions of this announcement do not constitute an express or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

ASPIRE PROGRAM LEADER (SCHOOL YEAR AND SUMMER PROGRAM) Supplemental Questionnaire

- * 1. Which of the following options best describes your highest level of completed education?
 - ☐ High School graduate or equivalent
 - ☐ Some College
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Coursework beyond Bachelor's Degree
 - ☐ Master's Degree or higher
- * 2. Have you completed at least 48 units in college level coursework?
 - ☐ Yes ☐ No
- * 3. An applicant who completed at least 48 units in college level coursework **must** provide a copy of their unofficial college/university transcripts **or** degree in order to be exempt from taking the City of Downey's Written Skills Assessment Examination. Have you uploaded and attached one of both of these documents?
 - ☐ Yes
 - ☐ No
 - ☐ Not Applicable
- * 4. Do you have at least two (2) years of experience working with children in an instructional, teaching, or closely related capacity?
 - ☐ Yes ☐ No
- * 5. If you answered "Yes" to the previous question, in the space below briefly describe your experience working with children in an instructional, teaching, or closely related capacity and include the following information: (1) Name of Agency (2) Position Title (3) Length of Service (4) Paid or Volunteer (5) Age Range of Children (6) Duties/Responsibilities. If you do not have experience, type "NA."
- * 6. Attainment of CPR (Infant, Child, & Adult), First Aid, and Mandated Reporter Certification within 30 days of employment is required and must be maintained throughout employment in this position. If you do not already possess these certifications, are you willing and able to meet this requirement?
 - ☐ Yes ☐ No

- * 7. For questions 8 - 12 please indicate the hours you are available to work for each day of the week listed. For example: Monday 12:00pm to 6:15pm. If you are not able to work on a specific day, write "Not Available" or "NA." Select YES to continue.
☐ Yes ☐ No
- * 8. Monday
- * 9. Tuesday
- * 10. Wednesday
- * 11. Thursday
- * 12. Friday
- * 13. Please select all the position(s) you are interested in and are willing to accept if offered employment with the City of Downey.
☐ School Year Program Leader (M-F 15-20 hours per week) 12:30 p.m. to 6:15 p.m.
☐ School Year Program Leader Substitute (On call and scheduled as needed)
☐ Summer Program Leader (M-F 15-20 hours per week) 11:00 a.m. to 4:00 p.m. Program runs June 4th through July 6th.
☐ Summer Program Leader substitute (On call and scheduled as needed) Program runs June 4th through July 6th.
- * 14. Paid monthly trainings are required and are typically scheduled on Saturdays. Are you able to meet this requirement?
☐ Yes ☐ No
- * 15. Is your schedule of availability listed above expected to change? If so, please provide an estimated date of when this change is expected to occur (MM/DD/YY). If it is not expected to change, type "NA."
- * 16. If hired, will you be 18 years of age or older at the time of appointment?
☐ Yes ☐ No
- * 17. Are you currently, or have you ever been a member of the California Public Employees Retirement System (CalPERS) through your employment with a previous public sector agency?
☐ Yes ☐ No
18. If you answered "Yes" to the previous question, through which agency are you receiving CalPERS?

19. How did you hear about this job posting?

- ☐ City Website
- ☐ Friend or Relative
- ☐ Job Fair
- ☐ Employment website such as Indeed, Monster, etc

* Required Question