



EMPLOYMENT OPPORTUNITY

PRE-SCHOOL TEACHER'S AIDE

Position: Pre-School Teacher's Aide
Recreation & Community Services Department

Salary Range: \$15.00 to \$17.00 per hour
Part-Time, Temporary Non-Benefited position

Schedule: Pre-school Aide

Closing Date: Immediate openings; remaining open until vacancies fill

The Position: Teacher Aides assist with the Tiny Tots (3-4 yrs). Campbell Recreation Pre-School builds fundamental cognitive, emotional, social, and physical skills for children ages 3 to 4. Classes are held late August through the end of May at the Campbell Community Center.

Responsibilities:

- Assist teacher in providing a safe, positive, and fun class conducive to learning
- Assist with set-up and clean-up of classroom and preparation of art projects
- Greet children at the door upon their arrival and check children out as they leave
- Supervise children in the playground area to ensure safe, injury-free play
- Set up and/or put away playground activities
- Perform other duties as assigned, which will vary by classroom and teacher

Ability to: Offer a pre-school class suited to the needs of a diverse community; follow oral and written instructions; communicate effectively, both orally and in writing; perform manual work; maintain assigned areas and equipment; establish and maintain effective working relationships with those contacted in the course of work. Move objects between 20 and 50 pounds for short distances. Possess the ability to perform the essential functions of the position which requires standing, bending, sitting (including sitting on the floor and/or in small chairs at children's level).

Knowledge of: Common recreational and social needs of preschoolers; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret and explain program policies and procedures.

Education and Experience: Equivalent to completion of the twelfth grade. Prior experience leading pre-school or school aged children in a classroom setting is desired, but not required.

Qualifications:

- Training and/or experience working with children in a structured classroom setting
- Demonstrate ability to communicate effectively with children, parents, and teachers
- Ability to follow oral and written instructions
- Ability to perform the essential functions of the position which requires standing, bending, sitting (including sitting on the floor and/or in small chairs at children's level)
- Ability to keep basic records and perform basic arithmetic calculations

Selection Process: The most qualified applicants will be invited to participate in an interview. Selections will be made from the results of the interview. Selection is contingent upon a pre-employment criminal history background check and the ability to provide verification of authorization to work in the United States.

How To Apply: Submit a City of Campbell application and resume to the Campbell Recreation office, #C-31, Campbell, CA 95008 Attn.: Lauren Council, Recreation Supervisor or by email laurenc@campbellca.gov.

The City of Campbell is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition, marital status, sex, age or sexual orientation. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Campbell upon submittal of application. Documentation of the need for accommodation must accompany the request.

AN EQUAL OPPORTUNITY EMPLOYER