



Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

Preschool Assistant – Community Services

Part -time

PAY RATE: \$12.00—\$13.49 *Hourly*

Up to 28 hours per week depending on assignment—Monday through Friday, 8:30 a.m.-2:30 p.m.

APPLICATION PROCEDURE: A City of La Verne employment application form may be obtained from the Community Services Department or the Personnel Office in City Hall, 3660 “D” Street, La Verne, CA.

FILING DEADLINE: Completed applications must be received in the Community Service Department by 12 Noon on Thursday, May 23, 2019.

THE POSITION

Must be at least 18 years of age and possess a High School diploma or equivalent and be able to read and write in English. Also, must have the ability to maintain good customer relations and effective working relationships with supervisors, co-workers, and participants. Recreation experience is desirable.

The Preschool Assistant is responsible for assisting the Preschool Instructor in the daily supervision of participants; preparation of daily class activities and administering a general preschool program of arts, crafts, games, and special activities for preschool aged children in a classroom environment. The assistant will observe and maintain safety procedures and follow security guidelines; establish and maintain effective working relationships with supervisors, co-workers, participants, parents or guardians; perform related duties as assigned.



SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications. Those that most closely match the needs of the position will be invited to participate in the examination process, which may include a combination of written exercise, panel interview, or other testing deemed appropriate.

Candidates who receive a passing score at the appraisal interview will be placed on an eligibility list. Prior to appointment applicants will be required to complete a drug screening.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

The City of La Verne hires only United States citizens or lawfully authorized aliens. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.



PERSONNEL OFFICE (909) 596-8726
Website: www.cityoflaverne.org
Equal Opportunity Employer