

City of Suisun City is an equal opportunity employer



Pre-School Aide

(Recreation Specialist I) Temporary, Part Time

\$18.00 – \$20.26/Hour DOQ

Ongoing, Open Recruitment

Pre-School Aides work in the formal Suisun City classification of Recreation Specialist I. Starting hourly rate will depend on qualifications. This position works on average 19 hours per week.

THE DEPARTMENT: The Recreation, Parks and Marina Department is responsible for the operations and programs of the Suisun City Marina, the Senior Center and the Joseph A. Nelson Center, including preschool, after-school programs at various sites, recreation classes and sports leagues, community events and special event rentals.

THE POSITION: Pre-School Aides assist Pre-School Teachers with teaching fundamental cognitive, emotional, social, and physical skills to children three to five years old. Duties may include assisting with planning and leading program activities; interacting, leading, and supervising youth in arts, crafts, games, and sports; performing participant check-in and reception duties; assisting with equipment set-up, take down and housekeeping; chaperoning participants on field trips, opening and closing facilities.

QUALIFICATIONS: Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities for this Job Class is qualifying. A typical way to obtain the knowledge and abilities would be:*

EDUCATION/TRAINING: Current high school students are eligible to apply. Must be at least 16 years old, in good standing and have a valid work permit. High school diploma and some college-level coursework in Recreation, Physical Education, Early Childhood Education, or a closely related field are desirable.

EXPERIENCE: Prior experience in a classroom setting or working with preschool-aged children is desirable.

LICENSE OR CERTIFICATE: Possession of a California Class C driver's license and the ability to obtain a CPR, First Aid and AED certificate may be required.

SPECIAL REQUIREMENTS: Background check and drug screenings are required prior to formal job offer.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*

- **ENVIRONMENT:** Work is performed in an indoor or outdoor recreational environment and may include travel from site to site; and exposure to inclement weather conditions.
- **PHYSICAL:** Primary functions require walking, standing, running, stooping, reaching, bending and climbing; light, moderate or heavy lifting, pushing, pulling and carrying.
- **VISION:** See in the normal visual range with or without correction.
- **HEARING:** Hear in the normal audio range with or without correction.

BENEFITS: Employees in the job classes defined as Temporary, Part-Time are subject to the provisions of the City Personnel Rules and Regulations, and the terms of the Temporary / Part-Time Employee Compensation and Benefits Plan.

All Temporary, Part-Time employees are enrolled in the Public Agency Retirement System (PARS) in lieu of Social Security and accrue up to 40 hours of sick leave per year. Eligibility for other benefits is dependent upon the number of hours worked.

APPLICATION/SELECTION PROCEDURE: The City of Suisun City utilizes CalOpps.org to accept and process employment applications. Resumes will not be accepted in lieu of the City's official application but may accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most qualified candidates will be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the Human Resources office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.