

CITY OF PORTERVILLE AFTER SCHOOL ASSISTANT II

\$14.00 per hour

JOB SUMMARY:

Under general supervision, will assist in supervision and tutorial programs, activities, special events, and other related duties as assigned.

REPRESENTATIVE DUTIES:

1. Establish and supervise tutorial programs.
2. Assist supervisor in related duties.
3. Maintain a professional and positive manner at all times with staff, patrons, and supervisor.
4. Adhere to and enforce all safety Rules and Regulations, policies and procedures.

QUALIFICATIONS GUIDELINE:

Skills/knowledge:

Use of proper English grammar and mathematical concepts. Knowledge of children's games, youth athletics, and craft activities.

Education:

High school diploma or GED; college units preferred; experience in supervising youth, athletic events and arts/crafts activities; and experience in early childhood development is desirable.

Ability to:

Plan and implement lesson plans, supervise activities; maintain a safe environment for students; exercise good judgment in dealing with sensitive interpersonal matters; carry out instructions; meet deadlines; communicate effectively in verbal and written form; be organized; work a flexible schedule; and adhere to Rules and Regulations set forth by the City of Porterville.

Special Requirements:

May require working varied schedule of hours. Possible travel throughout the city on occasion. Ability to obtain and maintain a valid California Driver's License – Class C.

Special Conditions:

Prior to appointment candidates must pass a background check, drug/alcohol screen, and a TB test.



The City of Porterville is an equal opportunity employer (EEO) and is compliant with the Americans with Disabilities Act (ADA). If you believe you need accommodation under the ADA in the testing process for any position for which you intend to apply, please contact the Human Resources Division at (559) 782-7441 to request such accommodation. The City prohibits discrimination on the basis of race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, Acquired Immune Deficiency (AIDS/HIV) or AIDS related conditions, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, parental status, veteran status, height, weight, or any other basis protected by law.