



LOOK INSTRUCTOR

Part-Time

(Less than 1,000 hours per fiscal or calendar year)

August 18, 2006

SALARY: \$28.98 per hour

THE POSITION:

In partnership with the Lodi Unified School District, California credentialed teachers provide an educational and literacy program that incorporates tutoring or homework assistance in reading and writing, mathematics, history and social sciences, or science, education enrichment, or prevention. This program may also involve sports, arts, music, work preparation activities; conflict resolution techniques conducted by the City of Lodi Parks and recreation staff.

WORKING HOURS: This is an after school program; hours may vary depending on assigned school site.

MINIMUM QUALIFICATIONS:

Education:

Must currently be in possession of a California teaching credential K-12. Teachers currently working at a Lodi Unified School District elementary school, is highly desirable

Evaluation of Qualifications:

Application materials will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the selection process. Resumes may not be substituted for an application.

FINAL FILING DATE:

Continuous recruitment, application materials will be accepted until positions are filled. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from the **HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240**. To request applications by phone please call (209)333-6704. TDD (209) 333-6853. www.lodi.gov

Equal Opportunity Employer



EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract.

