



Discovery Club provides Out-of-School time child-care in a safe, fun, caring environment that supports children's learning and development. Discovery Club is a fee-based program offered through the Community Education Department of Saint Paul Public Schools to families with children currently enrolled in Pre-K through 5th Grade.

Wanted:

Group Assistants: to work before or after school or as subs at various Discovery Club sites. Group Assistants support Group Leaders in implementing developmentally appropriate and engaging lesson plans or assist in supporting children with special needs.

Qualifications: Applicants must have either 12 credits in classes related to children, families, or education or 120 hours of post-secondary training. 1 year of experience working with children is preferred.

Pay: \$13/hour.

Greeters: are responsible for giving Discovery Club families access to the site through use of the security system, greeting parents and families, checking identification when required, and other duties as assigned by the Discovery Club Site Manager.

Hours: Mornings 7-9am, afternoons 3-5:30pm or 4-6pm Monday through Friday, sub availability flexible.

Pay: \$9/hour

Qualifications: Good communication skills, ability to work as part of a team, ability to follow through on work direction, and positive attitude.

Please fill out and return the attached application to discovery.club@spps.org, or mail it to Discovery Club, 1780 W. 7th St., St. Paul, MN 55116 .

If you have any questions you may contact Steve Egbert, Discovery Club Program Manager at 651 744 5185 or by email at steve.egbert@spps.org.

Saint Paul Public Schools Discovery Club

Hourly Application for Community Education Specialist position

Name: _____ Social Security #: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____ Email: _____

License:

Level	Scope	Function	Description	Expiration Date
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Work Experience:

Employer name: _____ Employment Dates: _____

Address: _____

Phone #: _____ Job Title: _____ Salary: _____

Supervisor: _____ Reason for leaving _____

Duties: _____

May we contact this employer for a reference: _____

Employer name: _____ Employment Dates: _____

Address: _____

Phone #: _____ Job Title: _____ Salary: _____

Supervisor: _____ Reason for leaving _____

Duties: _____

May we contact this employer for a reference: _____

Employer name: _____ Employment Dates: _____

Address: _____

Phone #: _____ Job Title: _____ Salary: _____

Supervisor: _____ Reason for leaving _____

Duties: _____

May we contact this employer for a reference: _____

Education:

School: _____ Graduation Date: _____ Location: _____

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Specialized training, workshops, etc.:

Employee Certification

(Before signing this application, read the following waiver carefully)

1. I certify that all information I have provided on this application is true and complete to the best of my knowledge. I understand that giving false information or omitting requested information could result in rejection of my application or dismissal if I am hired.
2. I authorize the Saint Paul Public Schools Human Resources Dept. or designee to verify this information to determine whether or not I am qualified for the position for which I am applying.
3. I authorize all current and previous employers to release job related information upon request of the Human Resources Dept. or designee. However, I understand that if, in the Work Experience section, I have answered "no" to the question, "May we contact this employer?", contact with that employer will not be made without my specific authorization.
4. I understand that if I accept a position with Saint Paul Public Schools, I agree to a \$15 deduction from my first paycheck to subsidize a portion of the cost of a Criminal Background Check.

REFERENCES

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Please complete: Have you ever been convicted of a misdemeanor or a felony (juvenile convictions excluded)? Do not include convictions that have been annulled or expunged.

_____Yes _____No

SIGNATURE: _____ Date: _____

For office use only.

Hire Date: _____ Hourly Rate: _____ Location: _____

Budget code(s): _____

Supervisor Signature: _____ Date: _____