

Instructional Assistant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=235715>

Downloaded On: Dec. 11, 2024 2:14pm

Posted May 7, 2024, set to expire Jan. 28, 2025

Job Title	Instructional Assistant
Department	LRC Tutoring Center
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	May 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Instructional-Assistant_REQ11950
Apply By Email	
Job Description	

Title:Instructional Assistant

Job Category:CSEA

Job Opening Date:May 07, 2024

Job Closing Date:June 06, 2024

Location:Saddleback College



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Work Location:Mission Viejo, CA

Department:LRC Tutoring Center

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:Monthly

Work Days:Monday - Thursday

Work Hours:Mon 11:00 am - 5:00 pm, Tue 11:00 am - 7:00 pm, Wed 11:00 am -7:00 pm, and Thur 11:00 am - 4:00 pm (Schedule and Shift are subject to change in accordance with the departments needs.)

Hours Per Week:25

Percentage of Employment:62.5%

Months of Employment:11

Salary:\$3,126 to \$3,453 per month

Required Documents:

Resume and Cover Letter

Job Description:

C.S.E.A. Classified Bargaining Unit Salary Range 122

Application materials must be received by 11:59 pm 06/05/2024.

Required Document: Resume and Cover Letter.

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Applications missing the required document will not be considered.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from the appropriate level manager or administrator, performs a variety of responsible instructional assistance and support functions; assesses, evaluates, and assists students with instructional guidance in a variety of academic subjects and settings; provides training and support for students, tutors, lab assistants, faculty and others within assigned area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Interview student learners, evaluate needs, and provide general learning assistance to students on a variety of course related matters; review student work in progress and assist in resolving learning problems; assign appropriate tutor or support, as necessary.
- Provide continuous training and support for students, tutors, and faculty within the assigned area, such as labs, classrooms, or centers.
- Evaluate operations and activities of the assigned area; recommend improvements and modifications.
- Answer questions and provide information to students and the public regarding services and operations within the assigned area.
- Participate in the recruitment of tutors and other support personnel.
- Collaborate with others in promoting student success initiatives and resources; participate in orientation sessions, workshops, or student outreach events; provide information and referrals to campus support services.
- Provide basic technical assistance to students in utilizing instructional technologies, learning management systems, and other software applications; troubleshoot basic technical issues and provide basic training on technology-related tools.
- Assist in the setup, maintenance, and cleanup of equipment and supplies; ensure the safe and proper use of equipment and supplies; assist with technical aspects of experiments, projects, or

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assignments.

- Assist in the setup and maintenance of classrooms, labs, or other assigned areas; prepare and follow through on work orders; order and maintain equipment, materials, and supplies.
- Prepare and/or update study guides, instructional materials, procedure manuals, and other related materials for area of assignment.
- Prepare various reports and correspondence regarding operations and activities of assigned area.
- Engage in ongoing professional development opportunities, including workshops, trainings, or conferences related to instructional support, technology, or discipline specific knowledge; stay updated on emerging trends and best practices in supporting learning.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, policies, and procedures related to area of assignment.
- Principles, practices, and application of subject matter related to area of assignment.
- Principles, methods, and procedures of instructing and providing learning opportunities to students.
- Modern laboratory equipment, materials, and supplies used in an educational setting.
- Current office practices, procedures, methods, and computer equipment, software, devices, peripherals, and applications related to the work.
- Principles and practices used to establish and maintain files and information retrieval systems; principles and practice of recordkeeping.
- Work organization principles and practices.
- Effective written and oral communication skills including correct English usage, grammar, spelling, punctuation, and vocabulary.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Techniques for providing a high level of customer service.
- Interpersonal skills using tact, patience, and courtesy.
- Techniques to facilitate effective interaction with people on an individual or group basis.

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- Confidentiality requirements when dealing with personal and sensitive student information.
- Occupational hazards and standard safety policies and procedures.
- District and College organization, operations, policies, and objectives.
- Principles and practices of providing training and guidance to lower-level staff and student workers.

Ability to:

- Assess student needs and provide appropriate instructional assistance and support functions within a variety of areas.
- Monitor student progress, identify problem areas, and recommend an effective course of action.
- Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities; understand, explain, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances; work within the policies, functions, and requirements of the area of assignment.
- Communicate clearly and concisely, both orally and in writing in English; use correct English grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.
- Develop, maintain, and foster effective working relationships involving interactions and communications personally, electronically, by phone, and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.
- Interact extensively with, and respond to requests and inquiries, from students, faculty, staff, and the public; effectively present information in person or on the telephone to students, staff, or the public; provide excellent customer service.
- Operate office equipment including hardware, software, and devices supporting word processing, database management, and spreadsheets; type or enter data at a speed necessary for successful job performance; maintain accurate filing, record keeping, and tracking systems; apply excellent organization skills and attention to detail; compose and prepare correspondence and memoranda; maintain filing systems; prepare documentation, reports, and other written materials.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.
- Exercise good judgment, discretion, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; use sound judgment in

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recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.

- Provide training and work direction to assigned lower-level staff and student workers.
- Effectively utilize computer applications and equipment in the performance of duties; adapt to changing technologies and learn functionality of new equipment and systems.
- Report to work on a regular and consistent basis, as scheduled, to assigned job.
- Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.
- Participate in trainings and meetings on-site and off-site as required.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level coursework from an accredited college or university.

Experience:

Three years of experience instructing, tutoring, or assisting in the instruction of adults.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.



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Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.



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Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and



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safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact