

Instructional Assistant, Adult High School Diploma
Program

Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246110>

Downloaded On: Oct. 5, 2024 12:16pm

Posted Sep. 30, 2024, set to expire Oct. 18, 2024

Job Title	Instructional Assistant, Adult High School Diploma Program
Department	Continuing Education
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Sep. 30, 2024
Application Deadline	10/18/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Education
Apply Online Here	https://apptrkr.com/5680407
Apply By Email	
Job Description	

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Rancho Santiago Community College District

Salary Range: Grade 5: \$23.02

Job Type: Part Time

Job Number:

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CL24-01032

Location: Orange, CA

Division: SCC Continuing Education

Closing: 10/18/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under general supervision - assists credentialed instructor(s) by providing tutorial assistance and other instructional support services; performs related duties as required. **REPRESENTATIVE DUTIES**

Provides tutorial assistance to individual and small groups of students; administers and scores tests or work samples to measure levels of achievement; maintains a proper learning environment; performs various clerical duties including recording attendance and performance, preparing and distributing teaching aids and instructional materials, filing; assists in setting up, organizing and maintaining equipment and supplies; may orient students on proper operation of relevant equipment; may assist in registration. **ORGANIZATIONAL RELATIONSHIPS**

This class generally reports to the Assistant or Associate Deans but is under the direction of Teachers. This class works closely with students in the classroom.

KNOWLEDGE AND ABILITIES

Knowledge of: principles of tutoring and assisting students at the college level; good written and oral English; record keeping, clerical and general office procedures; college classroom and learning procedures; content area and equipment of relevant course(s). Ability to: work well with tutor and assist students; assist instructors in various paraprofessional and instructional-related services; learn and utilize a wide variety of assigned instructional materials; administer and score objective tests; perform clerical, filing and supportive duties; learn and operate office equipment; understand and follow oral and written instructions; maintain a proper learning environment; establish and maintain effective relationships with instructors, personnel and students; be sensitive to students from diverse backgrounds. Skills: some positions may require oral and written proficiency in a second language, as measured by biliteracy tests.

Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience

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A.A. degree with major in area assigned; or A.A. degree with two years work experience in related field; or above average successful completion of courses in related area and one year of work experience in related area; or any combination of training, experience, and a recommendation by the instructor/administrator and approval by their Dean.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation

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- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance. **Application Procedures** To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Conditions of Employment The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)



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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4673689/instructional-assistant-adult-high-school-diploma-program>

Contact Information

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

Contact

Continuing Education
Rancho Santiago Community College District

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