

Instruction & Classroom Support Technician 1 - Inchelium,
WA
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=254683>

Downloaded On: Jun. 1, 2025 2:47pm

Posted Mar. 21, 2025, set to expire Jan. 6, 2026

Job Title	Instruction & Classroom Support Technician 1 - Inchelium, WA
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Mar. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Vocational/Technical Education
Apply Online Here	https://apptrkr.com/6095469

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Job Description

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Instruction & Classroom Support Technician 1 - Inchelium, WA
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Location:Inchelium Center.

Department:SCC Extended Learning

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Open continuous.

This is an in-person, non-permanent, hourly position.

Salary Range: \$19.50 - \$25.96

Starting salary for this position is: \$19.50 (Hourly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be forwarded to the hiring official as they are received and accepted until the need is filled.

About the Instruction & Classroom Support Technician 1 - Spokane Community College

JOB SUMMARY

Under general supervision, this position performs routine instructional support services for the Inchelium Center.

Duties include activities such as assisting in classroom or laboratory set up; working in support of instructors; assisting students in course work assignments, individualized, and group instruction for the development of learning skills such as reading, study skills, or other instructional areas; assisting instructors in presenting course material; and administering and scoring tests.

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CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Assists supervisor/instructor in classroom work, technology set up, and lecture periods; assists in the classroom. *
- Prepares materials for use in classrooms; sets up assignments, equipment or demonstration apparatus for classes; confers with instructor in establishing and developing assignments. *
- Receives materials and supplies used in classes; assists instructors in demonstration of concepts and lessons as appropriate. *
- Modifies equipment, materials and programs as required for individual instructors; assists students and instructors in selecting correct tools and materials. *
- Administers standardized tests to students, scores tests and records results for analysis. *
- Follow schedules; actively and regularly communicate with instructors; set up classroom spaces and any necessary class supplies *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

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Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Good communication skills with students, faculty, staff, and community.

DESIRED QUALIFICATIONS

- Six months to two years of full-time experience/training in the appropriate discipline.
- Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment.
- Work is active.
- Frequent use of computers.
- Work directly with students/clients.

CONDITIONS OF EMPLOYMENT

- Non-permanent, hourly position.
- Work schedule will be determined by the supervisor.
- Position is eligible for paid sick leave benefit with an accrual rate of one hour for every 40 hours worked.
- Criminal background check is required.
- This position is eligible for coverage under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and

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promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic

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information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/instruction-classroom-support-technician-1-inchelium-wa-inchelium-washington-united-states>

Contact Information

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

Contact

Staff

Community Colleges of Spokane

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