

Instructional Technician - Ceramics (75%)
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=256252>

Downloaded On: May. 12, 2025 10:49am

Posted Apr. 25, 2025, set to expire May 15, 2025

Job Title	Instructional Technician - Ceramics (75%)
Department	Art
Institution	Cabrillo College Aptos, California
Date Posted	Apr. 25, 2025
Application Deadline	05/19/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Fine Arts - Visual Arts
Apply Online Here	https://apptrkr.com/6177138
Apply By Email	
Job Description	

Instructional Technician - Ceramics (75%)

Cabrillo College

Salary: See Position Description

Job Type: Part-time (50%-99%)

Job Number: 2025-01991

Closing: 5/19/2025 11:59 PM Pacific

Location: Aptos, CA

Department:

Instructional Technician - Ceramics (75%) Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=256252>

Downloaded On: May. 12, 2025 10:49am

Posted Apr. 25, 2025, set to expire May 15, 2025

Art

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world *one student at a time!*

This **part-time 75% (30 hours per week), 10-months per year position** oversees the usage and maintenance of ceramic studio facilities and equipment; assists instructors in preparing materials, demonstrations and exercises, setting up equipment, providing materials and supplies and implementing ceramics instructional programs; loads and fires a variety of kilns in a safe and efficient manner; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Starting Salary Range: \$3,516 to \$4,071 per month; plus 5% annual increases up to step 7, maximum initial salary step placement on the [classified salary schedule](#) is step 4. Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. **Please note: This salary range has been pro-rated here to accurately reflect this 75% part-time (30 hours per week, 10 months per year) assignment. (The total annual salary for this position is the 75% monthly salary x 10 months).**

Days and hours to be determined based on departmental needs, with evenings and weekends as required. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits: Our *prorated* comprehensive benefits package includes medical, dental, life, short and long

Instructional Technician - Ceramics (75%) Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=256252>

Downloaded On: May. 12, 2025 10:49am

Posted Apr. 25, 2025, set to expire May 15, 2025

term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the Benefits [link](#) on the HR webpage for more information.

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Maintains a safe learning environment in the ceramic laboratory and studio; maintains materials such as clay, sponges and glazes; maintains and operates specialized equipment including wheels, sanders and mixing tools; loads, fires and shuts down a variety of kilns in a safe and efficient manner; ensures the security of lab materials, equipment, machinery and computers.
- Performs a variety of instructional support activities for instructors in ceramic laboratory and studio settings; assists instructors in formulating skills development projects and assignments for instructional use.
- Demonstrates and trains students on work methods and uses and operations of ceramic materials, tools and equipment; interprets and guides students through course and laboratory assignments; responds to student questions regarding procedures and requirements; provides clear and concise explanations and demonstrations to facilitate student understanding and reinforce instructor teaching; advises students and provides feedback to students and the instructor on proper equipment/tool use and work methods.
- Provides direction and demonstrates safety procedures and practices; monitors students in the ceramics laboratory to ensure safety procedures are followed and any required personal protective clothing or equipment is worn/used; inspects and maintains laboratory safety equipment; conducts safety inspections and prepares required safety reports; ensures a clean, safe and orderly learning environment in assigned laboratories and studios.
- Oversees and participates in the storage, distribution and location of a variety of specialized ceramic tools and equipment; maintains accurate records of tools and equipment loaned to students and faculty; tracks returns and assesses fines, grade holds and penalties if not returned in a timely manner.
- Orders, receives, catalogs and stores instructional supplies, materials and equipment; inventories equipment and materials, ensuring that adequate quantities are available for use, as required;

Instructional Technician - Ceramics (75%) Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=256252>

Downloaded On: May. 12, 2025 10:49am

Posted Apr. 25, 2025, set to expire May 15, 2025

marks equipment with approved identification; researches new equipment and supplies and recommends selections as requested.

- Maintains compliance with District safety practices; schedules training required for safety certification for employees, student workers and volunteers; assists with the maintenance of required safety records according to regulations.
- Prepares purchase orders and maintains an inventory of instructional and office materials and supplies to meet instructional requirements; obtains bids and participates in negotiating prices for any specialized equipment and supplies; may assist in developing department budgets; may assist in the collection of lab fees for materials.

OTHER DUTIES

- Stays current on trends and developments in the ceramic arts to keep ceramic laboratories up to date and meet changing needs of students and faculty.
- May assist with the recruitment, hiring and training of student aides and volunteers; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; reviews and processes payroll timesheets.
- May participate on a variety of internal and external committees; interacts with community agencies, business/industry and theatrical organizations.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

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

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Completion of an Associate degree **OR** certificate program in ceramics studio arts **AND** at least

Instructional Technician - Ceramics (75%) Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=256252>

Downloaded On: May. 12, 2025 10:49am

Posted Apr. 25, 2025, set to expire May 15, 2025

three (3) years of progressively responsible experience in ceramic instructional support experience **OR**

- An equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Concepts, work methods, processes and the specialized equipment, supplies and materials typically used in the ceramic arts.
- Principles, practices and techniques of ceramics including wheel-thrown construction, glazing and decorative techniques.
- Safety practices and procedures applicable to the firing and shutdown of a variety of kilns and the mixing of glazes and other materials.
- Tools and practices used in performing repair and preventive maintenance on the tools and equipment and systems used in department.
- General methods and practices of student instruction and tutoring.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District purchasing and accounts payable policies and procedures.
- District environmental safety policies and procedures and safety methods and practices applicable to assigned areas, including the use of any required personal protective equipment.
- Office practices and procedures, including recordkeeping.
- District policies and procedures and regulatory requirements governing the safe storage, handling and disposal of hazardous materials and biohazards in accordance with state and federal requirements.

Skills and Abilities to:

- Provide effective hands-on demonstrations, instructions, tutoring and guidance to students in multiple areas of ceramics; accurately, thoroughly and clearly answer students' subject-matter, equipment-use and technology questions.
- Maintain a clean, safe and orderly ceramics laboratory and studio environment.
- Safely and effectively load, fire and unload a variety of kilns.
- Demonstrate and enforce safe practices and procedures in the use of potentially dangerous chemicals and materials.

Instructional Technician - Ceramics (75%) Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=256252>

Downloaded On: May. 12, 2025 10:49am

Posted Apr. 25, 2025, set to expire May 15, 2025

- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action within established guidelines.
- Organize and maintain a variety of records and files.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

Department/Division Required Knowledge and Abilities

- Loading, firing, maintenance, and basic repair of gas and electric kilns
- Glaze chemistry proficiency with experience formulating, mixing, and troubleshooting glazes
- Experience managing an instructional and material budget

Department/Division Required Desirable:

- Kiln building experience, basic woodworking skills, and welding skills.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license or ability to access and use alternative transportation.

Additional Information

Application Process:

1. Complete the application with a minimum of three (3) professional references and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach all unofficial transcripts for college coursework completed, **if applicable**, displaying any degrees conferred (copies, photos, and downloads are acceptable).

Instructional Technician - Ceramics (75%) Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=256252>

Downloaded On: May. 12, 2025 10:49am

Posted Apr. 25, 2025, set to expire May 15, 2025

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

**Instructional Technician - Ceramics (75%)
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=256252>

Downloaded On: May. 12, 2025 10:49am

Posted Apr. 25, 2025, set to expire May 15, 2025

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit

<https://www.schooljobs.com/careers/cabrilloedu/jobs/4917932/instructional-technician-ceramics-75>

jeid-45a4349d87e44b4b8d24a35330029ca4

Contact Information

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

Contact

Art
Cabrillo College

,