

Instructional Temporary Pool  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=257826>

Downloaded On: Aug. 6, 2025 5:29pm

Posted Jun. 5, 2025, set to expire Oct. 2, 2025

**Job Title** Instructional Temporary Pool  
**Department** Faculty  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Jun. 5, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6275595>

**Apply By Email**

**Job Description**

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**Instructional Temporary Pool**

**HR EMPLOYMENT/CAREERS**

This is a pool of applicants for any Instructional temporary positions that may become available within the Foothill - De Anza Community College District. Applications submitted to this temporary pool will be screened by HR for minimum qualifications. After your application has been screened you will receive an e-mail notification regarding your status.

A copy of TEA salary schedule can be located here -

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[https://hr.fhda.edu/\\_top.html](https://hr.fhda.edu/_top.html)

Possible positions that may fall under this Instructional temporary pool are:

- Laboratory Technician, Discipline
- CDC Instructional Assistant I - III
- CDC Teacher/Instructor I - III
- Instructional Aide I - II
- Student Tutor

The job descriptions for each job title are:

- **Laboratory Technician, Discipline**-provides instructional support services for faculty and students; prepares and sets up exercises, demonstrations, models, instructional materials, and supplies; assists students and faculty in the use and operation of equipment and materials related to the College's instructional laboratory program; and performs related duties as assigned.
- **CDC Instructional Assistant I** - Assist teachers with meal/nap preparation and other housekeeping tasks. Supervise and assist children under the supervision of classroom teachers.
- **CDC Instructional Assistant II** - Assist teachers with meal/nap preparation and other housekeeping tasks. Prepare instructional materials and set-up indoor/outdoor activities as per teacher's direction. Supervise and assist children under the supervision of classroom teachers.
- **CDC Instructional Assistant III** - Assist teachers with meal/nap preparation and other housekeeping tasks. Prepare instructional materials and set-up indoor/outdoor activities as per teacher's direction. Assist teachers with instructional activities as well as routine care giving. Supervise and assist children under the supervision of classroom teachers.
- **CDC Teacher/Instructor I/II/III (non-credit)** - Instruct and set up activities for children. Develop curriculum or activities within focus of program. Independently prepare lesson plans and class/program materials. Oversee the work of assistants or aides. Keep records of daily attendance. Level of pay is based upon requirements of program(s) and knowledge of subject matter.
- **Instructional Aide I** - Perform in an assisting capacity in an instructional environment. Duties may include classroom aide, tutoring, test proctoring, registration, lab aide, etc. Provide general support to the instructional activities.
- **Instructional Aide II** - Perform in an assisting capacity in an instructional environment. Provide instructional, technical or specialized services to individuals or small groups to a designated area. May assist students in clarification of assignments, locations of materials, orientation of procedures and equipment. May assist instructors in various tasks to set-up classroom or laboratory.

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- **Student Tutor**- Works directly with students to help students understand course material and give students greater opportunity for success; prepare written or oral reports on the progress of the students they work with. Additional duties may include: working with student 1:1 in designated program facilities; attend class regularly alongside enrolled students either as an observer or as a teaching assistant; hold workshops with groups of students outside of class hours; prepare materials for use in the class and tutorial sessions; attend meetings with the supervisor, classroom instructor or other campus employees; utilize effective tutoring techniques shared through trainings; promote utilization of resources and independent learning; report any problems or concerns to the appropriate supervisor, and; perform other duties as assigned. **Minimum Qualifications:** Tutors must be enrolled in one of the following tutor training courses: PSE-111A, PSE-111B, LA-111A, LA-111B, or have successfully completed any two of those courses. (NOTE: Course number will change to PSE-61A, PSE-61B, LA starting Fall 2016).

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/37?c=fhda>

### Contact Information

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

### Contact

Faculty

Foothill-De Anza Community College District

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