

Learning Center Instructor Part-Time - Pool  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=224723>

Downloaded On: May. 18, 2024 8:32pm

Posted Oct. 30, 2023, set to expire May 21, 2024

<b>Job Title</b>	Learning Center Instructor Part-Time - Pool
<b>Department</b>	
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Oct. 30, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Education
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Learning-Center-Instructor-Part-Time---Pool_REQ9924">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Learning-Center-Instructor-Part-Time---Pool_REQ9924</a>

**Apply By Email**

**Job Description**

**Title:**Learning Center Instructor Part-Time - Pool

**Job Category:**Faculty CTA

**Job Opening Date:**April 08, 2022

**Job Closing Date:**

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**Locations:**Saddleback College

**Department:**

**Pay Grade, for more information click on this link:**

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

**Pay Rate Type:**Hourly

**Work Days:**

**Work Hours:**

**Hours Per Week:**0

**Job Description:**

**Minimum Qualifications**

For this position, employees must have at least one of the following:

1. the minimum qualifications to teach **any master's level discipline** in which learning assistance or tutoring is provided at the college where the coordinator is employed; OR
2. A Master's degree or higher in education, educational psychology, or instructional psychology, or other Master's degree or higher with emphasis in adult learning theory; OR
3. A combination of education and experience that is at least the equivalent of items 1 or 2 above ; OR
4. Valid Community College instructor credential appropriate to the subject per Education Code 87355 (issued prior to July 1, 1990).

**Job Responsibilities:**

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Assist in the recruitment, screening, and mentoring of Tutors and Online Student Mentors.

- Develop and implement discipline specific training for Tutors.
- Assist in providing work direction and evaluation of Tutors.
- Monitor the in-person and online activities and the operations of the LRC Tutoring Center
- Create and monitor resources and activities specific to their discipline.
- Assist students with their learning needs.
- Serve as discipline expert and liaison with department/division faculty, staff, and administrators.
- Participate in area meetings.
- Maintain ongoing communication and promotion of the LRC Tutoring Center activities to the college community.
- Find and develop instructional materials and resources to be used during tutorial sessions.
- Create and monitor Open and Skills Computer Labs resources and activities specific to their discipline.
- Assist in the marketing and outreach of the LRC Tutoring Center
- Other projects and tasks as assigned by the Director of Learning Assistance.
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Other duties as assigned.

**Representative Duties and Responsibilities for the posting:**

Under the general direction of the Director of Learning Assistance/Dean of Online Education and Learning Resources (OELR), the Learning Center Part-Time Instructor is responsible for implementing innovative instructional support that will increase student retention, persistence and engagement. It is the duty of the Part-Time Instructor, as a team player, to plan, develop, organize, and evaluate the services and operations offered in the Tutoring Center with their assigned discipline. General responsibilities include instructing classes in tutoring if scheduled; provide work direction and support to tutors and the tutees; conduct tutor trainings including specialized tutors for Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSP&S), and other categorical programs; enhance tutor communication skills; familiarize tutors with the goals and objectives of the center; recruit tutors. Assist in the planning, organizing and review of the work plan, operations and activities of the Tutoring Center; develop and implement improvements and modifications; prepare various reports on operations and activities. Conduct meetings with tutors and support staff to provide information and to discuss and resolve issues and concerns related to daily routines and activities of the Learning Center. Perform related duties as assigned.

Please attach all academic transcripts that reflect how you meet one of the above minimum qualifications.

If you are applying based on #3 above - please choose "I do not meet minimum qualifications" on the next step, complete and attach the equivalency form. (This is a requirement in addition to your transcripts)

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If your degree is from a non-US institution, you will need to attach a Foreign Degree Evaluation that was completed by a 3rd party. Please visit [www.naces.org/members](http://www.naces.org/members) for a list of companies that can complete this service for you.

**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.

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

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**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](mailto: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](http://www.saddleback.edu) or [www.ivc.edu](http://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 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

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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**

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