INSTRUCTIONAL ASSISTANT/ESL
JOB #SCC930
$3,520 - $4,266 per month
(Includes 5% Shift Premium)

The District pays employee’s portion of PERS retirement contribution.
This is a classified position subject to a one-year probationary period.

DATE POSTED: January 21, 2014 100% Position, 12 MONTHS PER YEAR
CLOSING DATE: February 7, 2014
POSITION LOCATION: School of Continuing Education – Anaheim Campus/ESL
SCHEDULED
12:00 p.m. - 9:00 p.m., Monday through Thursday
8:00 a.m. - 5:00 p.m., Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for assisting in the instruction of students in a classroom or laboratory setting; preparing, distributing, or
demonstrating equipment and materials; and performing complex technical work as required. This requires specialized knowledge in
the area supported. Tutor and counsel students individually or in small groups in the assigned subject matter area; reinforce or
follow-up on instructions provided in classroom or laboratory by the faculty; explain course concepts, principles and terminologies to
students; track students' progress and provide feedback to instructor. Assist in the preparation of instructional materials; schedule
and coordinate field trips, guest lecturers, and special events; assist in the preparation of class schedules, course requirements and
assignments; administer and score a variety of tests; recommend appropriate level of instruction. Demonstrate or describe the proper
usage of equipment and materials to instructors and students; provide information to students regarding classroom or laboratory
requirements; prepare and issue equipment and materials for student use; maintain records of equipment and materials loaned to
students. Perform a variety of specialized and general classroom or laboratory techniques; operate a variety of complex apparatus
and equipment within assigned subject matter; test, adjust, maintain and perform minor repairs including necessary calibrations to
apparatus and equipment. Provide technical assistance and recommend specifications for equipment and instructional material
purchases. Perform administrative duties related to the maintenance and efficiency of the instructional program; type various forms,
letters and correspondence; duplicate instructional materials; monitor class enrollments and maintain student attendance records;
maintain confidential student information and progress data on appropriate forms and records; compile statistical data. Maintain
classroom or laboratory in a safe, clean and orderly condition; prepare and maintain records and reports as necessary. Order,
maintain, receive, catalog, and store equipment, materials and supplies; maintain inventories to assure adequate quantities are
available for timely instructional use; monitor expenditures and budget as assigned. Train and provide work direction and guidance to
others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized,
and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: Two (2) years of college level course work* AND a minimum of three (3) years of extensive training or
work experience in the assigned discipline or subject area.

*A list of completed college courses must be provided with the application – See section “Application Procedure.”

Ability to: Present classroom or laboratory materials and to perform experiments and demonstrations in the area assigned; assist
students in understanding and applying basic principles of the subject area to which assigned; make arithmetic calculations quickly
and accurately; work independently with little direction; plan, organize and prioritize work; meet schedules and timelines; understand
and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working
relationships with others.

Knowledge of: Organization, policies and procedures of assigned department, classroom, or laboratory; proper methods, materials,
tools and equipment used in the assigned classroom or laboratory; appropriate safety precautions and procedures used in the
assigned classroom or laboratory; instructional methods and techniques; modern office practices and procedures; proper English
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