INSTRUCTIONAL ASSISTANT/SCE-LITERACY LAB
JOB #SCC973
$3,352 - $4,063 per month
The District pays employee's portion of PERS retirement contribution.
This is a classified position subject to a one-year probationary period.

DATE POSTED: July 1, 2013 100% Position, 11 MONTHS PER YEAR
CLOSING DATE: July 22, 2013
POSITION LOCATION: School of Continuing Education – Literacy Lab/Anaheim Campus
SCHEDULED: 8:00 a.m., - 6:30 p.m., Monday through Thursday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: September 4, 2013

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

Ability to: Present classroom or laboratory materials 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 usage, grammar, spelling, punctuation and vocabulary; basic bookkeeping procedures; record keeping techniques; ability to operate personal computers, typewriters, copiers and other standard office equipment.

Licenses and Other Requirements: Position requires a valid California Driver's License. The Basic Skills/High School Diploma/GED Prep Program is located at multiple sites. Incumbent may be required to commute between sites. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) In some locations, may require special licenses or certifications.

**WORKING RELATIONSHIPS**

The Instructional Assistant maintains daily contact with students and faculty, as well as frequent contact with various college or District departments and outside vendors.

**WORKING CONDITIONS**

Instructional classroom and lab environment. May be subject to perform physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing classroom or laboratory demonstrations and experiments.

**APPLICATION PROCEDURE**

<table>
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<tr>
<th>Applicants MUST submit the following items:</th>
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<tr>
<td>1) District Classified Application (All sections must be completed.)</td>
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<tr>
<td>- Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.</td>
</tr>
<tr>
<td>2) List of completed college level course work or unofficial transcripts related to the position.</td>
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<tr>
<td>- May be a list compiled by applicant or unofficial transcripts; <strong>must be submitted with application.</strong> Applications submitted without a list of college course work or transcripts attached will be deemed incomplete and will not be considered.</td>
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<tr>
<td>3) Copy of valid California Driver’s License.</td>
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<tr>
<td>- <strong>Must be submitted with application.</strong> Applications submitted without a copy of California Driver’s License will not be considered.</td>
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Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #SCC973, Instructional Assistant/Literacy Lab, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position.** Application packets previously submitted will not be pulled for resubmission.

**Mail or deliver your application packet in person to:**
North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

**APPLICATION DEADLINE**

Completed applications must be received in the Human Resources office on or before **July 22, 2013, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. **Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.** The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**