INSTRUCTIONAL AIDE/ESL
JOB #SCC884
$1,305 - $1,579 per month

(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: November 17, 2010
CLOSING DATE: December 15, 2010
POSITION LOCATION: School of Continuing Education - Cypress College
SCHEDULED SHIFT: 4:30 p.m. - 8:30 p.m., Monday through Thursday
(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 performing a variety of routine clerical and maintenance duties in a classroom or lab environment as required, and assisting the instructor and students in the preparation, distribution, or demonstration of instructional instruments, materials, supplies and equipment. Prepare classroom or laboratory for instruction; set up equipment and materials for exercises and demonstrations; collect, maintain and store equipment and materials after classroom or laboratory usage; assist in maintaining classroom or laboratory in a safe, clean and orderly condition. 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. Assist instructor with routine duties; record classroom or laboratory attendance; distribute and receive students' assignments; register students in courses as directed; enter data into computer; maintain accurate files and records. Assist in the grading, scoring and marking of tests as directed. Assist in the development of programmed curricular components as assigned. Perform general clerical duties related to the maintenance and efficiency of the instructional program; type various forms, letters and correspondence; answer telephone and direct calls as appropriate; provide routine information. Assist in ordering, maintaining, receiving, cataloging, and storing supplies and materials; assure adequate quantities are available for timely instructional use. Maintain and perform minor repairs and adjustments to equipment; report major repair needs according to established procedures; examine literature on new equipment and make purchase recommendations; consult with vendors as assigned. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned. In addition to the essential functions, the Instructional Aide may be required to monitor expenditures and budget as assigned in relation to the maintenance of supplies and materials.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent, preferably supplemented by two (2) years of college coursework and/or related training and experience in the assigned disciplines or subject areas.

Ability to: Plan, organize and prioritize work; meet schedules and time lines; 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; the 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; modern office practices and procedures; proper English
usage, grammar, spelling, punctuation and vocabulary; basic bookkeeping procedures; record keeping techniques; knowledge and ability to operate personal computers, typewriters, copiers and other standard office equipment.

Licenses and Other Requirements: May require a valid California driver’s license depending upon assigned discipline. 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 0610, Section 4.0)

WORKING RELATIONSHIPS
The Instructional Aide maintains daily contact with students and instructors, as well as frequent contact with various college or District departments.

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

Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)
   → 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.

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 #SCC884, Instructional Aide 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. THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

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 December 15, 2010, 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.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at http://www.nocccd.edu/Departments/HR/UnlawfulDiscrimination.htm