

ESL Instructional Support Assistant  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=123624>

Downloaded On: Jul. 21, 2019 11:56pm

Posted May 21, 2019, expired Jul. 19, 2019

<b>Job Title</b>	ESL Instructional Support Assistant
<b>Department</b>	
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	May 21, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1463744">https://apptrkr.com/1463744</a>

**Apply By Email**

**Job Description**

ESL Instructional Support Assistant

Position Number: 201314988

Department: ESL

Job Category: Classified Unit A

Time (Percent Time): 47.5%

Term (months/year): 12 months/year

Current Work Schedule (days, hours):

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Salary Range: A-45

Salary: Steps 1 -6, \$1,464 - \$1,869 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 05/02/2019

Initial Screening Date: 05/23/2019

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on May 23, 2019, are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).

Health & Welfare:

Employees working less than fifty (50%) percent are not eligible for health and welfare benefits. The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

\*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

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### DEFINITION

Under general supervision, performs a variety of responsible clerical duties in support of English as a Second Language (ESL) programs; assists in the orientation, training, and scheduling of Teacher Aides and assists with administrative processes, forms, data collection, and mandated assessments related to grants for ESL programs.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory staff. Exercises no supervision of staff.

### CLASS CHARACTERISTICS

This is an entry-level classification responsible for providing clerical assistance in the ESL division of the Continuing Education Department. This class is distinguished from the Office Assistant in that the former requires the knowledge of specialized ESL programs, policies and procedures

### Essential Duties/Major Responsibilities:

1. Prepares and issues materials and equipment for student use; maintains records of materials and equipment used by students.
2. Prepares and maintains various programmatic and/or student files and records; monitors and tracks attendance and usage of assigned functional area.
3. Provides orientation and training to Teacher Aides in performance assessment techniques; trains in administering standard testing, including the Comprehensive Adult Student Assessment System (CASAS) and EI Civics for the WIA Title II (231) grant.
4. Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains departmental databases and reports.
5. Maintains classroom and laboratory environment in a safe, clean, and orderly condition.
6. Orders, receives, and stores supplies, materials, and equipment; maintains inventories, ensuring that adequate quantities are available for instructional use.
7. Prepares and maintains various records and reports related to operations and activities of assigned area as required.
8. Assists in the coordination of the use of lab facilities, ensuring the availability of appropriate supplies and equipment; facilitates the use of ESL programs, software, online resources for ESL students in the

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classroom and/or computer lab.

9. Trains and provides work direction to student workers as assigned.

10. Operates a variety of equipment related to the specialized area of assignment.

11. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

### Other Duties:

Performs other related duties as assigned.

### Knowledge Of:

1. Principles, practices, procedures, and equipment of assigned subject area.
2. Tutorial techniques to assist students with low English proficiency.
3. Business letter writing and the standard format for reports and correspondence.
4. Principles and practices of data collection and report preparation.
5. Principles and practices of providing work direction and training.
6. Record keeping principles and procedures.
7. Modern office administrative practices, methods, computer equipment and computer applications related to work, including word processing, database, and spreadsheet applications.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### Skills and Abilities:

1. Provide instructional assistance and technical advice to students on the availability and uses of instructional materials and equipment.
2. Provide information and assistance to students and staff.
3. Ensure the care and security of assigned equipment, materials, and supplies.
4. Issue and receive equipment and supplies.
5. Understand and follow oral and written directions.
6. Maintain records and prepare reports.

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7. Learn, interpret, and apply Federal, State, and local, administrative and departmental laws, codes, regulations, policies, and procedures.
8. Operate modern office equipment, including computer equipment, copiers, printers, software programs, and cash register.
9. Organize own work, set priorities, and meet critical time deadlines.
10. Make sound, independent decisions within established policy and procedural guidelines.
11. Use English effectively to communicate in person, over the telephone, and in writing.
12. Understand scope of authority in making independent decisions.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### Minimum Qualifications/Education & Experience:

Equivalent to the completion of the twelfth (12th) grade and one (1) full-time equivalent year of varied office support experience preferably involving public contact.

Ability to converse in a language other than English which is spoken by the students served in the ESL program may be desirable.

### Equivalencies:

### Preferred Qualifications:

### License(s) & Other Requirements:

### Examination Requirements:

### Working Environment:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



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### Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and shelve materials. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### Hazards:

### Conditions of Employment:

### Typing Certificate Requirements:

### Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

### Foreign Transcripts:



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**Foreign Transcripts:** Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

### Inquiries/Contact:

Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

### Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

### Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

### Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.



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### EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

### Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

### Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=https://apptrkr.com/1463744]https://hrjobs.mtsac.edu/postings/7119

### Contact Information

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

### Contact

N/A

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