

Teacher Prep-Aid  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=144279>

Downloaded On: Sep. 26, 2020 5:20am

Posted Jul. 8, 2020, set to expire Nov. 4, 2020

<b>Job Title</b>	Teacher Prep-Aid
<b>Department</b>	District Wide
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Jul. 8, 2020
<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>	Educational Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1950687">https://apptrkr.com/1950687</a>

**Apply By Email**

**Job Description**

Teacher Prep-Aid

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

## Teacher Prep-Aid San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=144279>

Downloaded On: Sep. 26, 2020 5:20am

Posted Jul. 8, 2020, set to expire Nov. 4, 2020

### FUNCTION:

Under the direction of an assigned instructor, assist in the implementation of educational programs, course experiences, and services that will directly aid students in achieving educational objectives; provide technical and clerical support.

### Click

[url=[https://apptrkr.com/get\\_redirect.php?id=1950687&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified%20Employees/Teacher%20Prep-Aide.pdf](https://apptrkr.com/get_redirect.php?id=1950687&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified%20Employees/Teacher%20Prep-Aide.pdf)]here for description

If you would like to open the link in a different tab or window, right click and select the option.

### Major Responsibilities:

### REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:

Knowledge of instructional methods and techniques, record-keeping techniques and English usage, grammar, spelling, punctuation and vocabulary. Ability to perform clerical duties such as answering telephone, taking messages, opening and routing mail, scheduling appointments, scoring and recording student assignments, preparing reports, and maintaining records and files; establish and maintain effective working relationships with others.

### Qualifications:

### TYPICAL DUTIES INCLUDE:

- \* Assist in the implementation of educational programs and services.
- \* Score and record student assignments.
- \* Operate standard office equipment.
- \* Answer telephones, direct calls, and take messages.
- \* Receive, open, sort, and route mail.
- \* Manage calendars and set appointments.
- \* Duplicate, assemble, collate and staple materials.
- \* Prepare reports and maintain records and files.

### Desired Qualifications:

### Licenses:

Teacher Prep-Aid  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=144279>

Downloaded On: Sep. 26, 2020 5:20am

Posted Jul. 8, 2020, set to expire Nov. 4, 2020

Pay Information:

Click

[url=https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA] for the hourly pay rate.

If you would like to open the link in a different tab or window, right click and select the option.

To apply, visit: [url=https://apptrkr.com/1950687]https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

**Contact Information**

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

**Contact**

District Wide

San Diego Community College District

,