

Instructional Aide II (Learning Center) (Part-time)
San Mateo County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=152589>

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Posted Jan. 11, 2021, removed Mar. 11, 2021

Job Title	Instructional Aide II (Learning Center) (Part-time)
Department	
Institution	San Mateo County Community College District Redwood City, California
Date Posted	Jan. 11, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
Apply Online Here	https://apptrkr.com/2117691

Apply By Email

Job Description

Instructional Aide II (Learning Center) (Part-time)

San Mateo County Community College District

Posting Number: 20141019S

Department: Academic Support & Learning Technologies CA (DEPT)

Location: Caada College

Position Number: 3C0150

Percentage of Full Time: 48%



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FLSA: Non-Exempt (accrues overtime)

Months per Year: 11

If other, please specify:

Salary Range:

Note:

Min Salary: \$26,642.88 (part-time annual)

Max Salary: \$34,182.72 (part-time annual)

Position Type: Classified Positions

Who We Are:

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the Districts Strategic Plan, success, equity, and social justice for our students are longstanding goals. The Districts [\[url=https://www.smccd.edu/strategicplanning/\]](https://www.smccd.edu/strategicplanning/)Students First Strategic Plan is focused on Student Success, Equity and Social Justice. We provide students with a rich and dynamic learning experience that embraces differences emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

Caada College is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 11,000 students each academic year. Caada College has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on [\[url=https://canadacollege.edu/prie/\]](https://canadacollege.edu/prie/) Caada Colleges Office of Planning, Research and Institutional Effectiveness (PRIE) website.

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Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

The Position:

This is paraprofessional work at the action level that involves assisting students in the Learning Center and Writing Center and faculty in the delivery of classroom instruction and providing academic support to students. Under direction, the employee performs a variety of writing support, preparatory work and planning, organizes academic support and instruction, and coordinates various academic support services. Public contact is extensive and primarily includes students, college faculty and staff, but can also include vendors and staff in other educational institutions and agencies, for the purpose of exchanging subject matter and procedural information. A high degree of independent judgment and creativity are required to resolve a wide variety of minor and occasional major problems that may arise. Consequences of errors in judgment can be moderately costly in public relations and employee time; however, supervisory controls are available to limit the risk of serious error. An Instructional Aide II can direct the work of tutors, student assistants, other clerical staff, and Instructional Aides I, as assigned.

Duties and Responsibilities:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. General student assistance, including Learning Center (LC) and writing support services
2. During morning/regular business hours, the Instructional Aide II has primary responsibility to staff and support writing services, including providing resources, test proctoring (when needed), responding to student inquiries, assisting with LC Courses, and troubleshooting software questions

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3. If scheduled during evening hours, the Instructional Aide II has primary responsibility for closing the Learning Center in the evenings, including ensuring that all students have left the premises, doors are locked, and lights turned off
4. Exchanges information with students, faculty, and staff regarding subject-matter, resources, materials, policies, and procedures associated with the classroom or laboratory setting
5. Confers with faculty regarding curriculum, computer hardware, software and other learning tools, student assignments and progress, tests, student test scores, alternate learning methods and other technical information related to the services and programs provided
6. Attends meetings, conferences, and workshops to obtain current subject-matter, procedural and other information
7. Participates in division and department planning activities
8. Makes presentations to small and large groups to publicize the services and programs as assigned
9. Assists in the maintenance, entry, and/or tracking of data for a variety of programs, writing focused services, and activities
10. Uses a variety of computer software to organize and maintain learning resources and related data, compose and prepare correspondence, reports, publicity, and other materials; writes, administers, and scores tests in conjunction with faculty
11. Sets up and maintains online and manual files; enters, modifies, and retrieves a variety of statistical and other data for special and regular reports
12. Tutors and/or demonstrates writing knowledge, English knowledge, grammar, equipment, techniques, and other aspects related to a particular subject-matter, in conjunction with faculty
13. Demonstrates subject-matter skills; directs students in practical laboratories; tutors students on problem areas of the subject-matter as directed by faculty or as the result of a student learning plan
14. Demonstrates safety procedures for use of classroom and laboratory equipment and supplies; troubleshoots operational problems with laboratory and classroom equipment
15. Researches background of subject-matter to maintain current information

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16. As directed by faculty, compiles and organizes lesson plans and materials for faculty presentation

17. Recommends the modification or purchase of laboratory and classroom equipment

18. Under direction of the Tutor Coordinator or designated staff person, assists in the hiring, training, and direction of the work of tutors and student assistants, creates schedules

Minimum Qualifications:

A combination of education and experience equivalent to a Bachelors degree

Successful work experience of increasing responsibility that has included tutoring others

Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

Oral and written communication skills, including public speaking

Experience researching, preparing and compiling data for statistical, narrative and other reports

Experience using a variety of computer software to prepare correspondence, memoranda and reports

Experience setting up and maintaining online and manual files

Physical Requirements:

This classification requires manual dexterity; use of a keyboard, mouse and computer for extended periods of time; pulling, pushing, reaching; and moving items of light to moderate weight in order to perform the essential functions.

Equivalence to Minimum Qualifications:

Knowledge, Skills and Abilities:

1. Knowledge of writing across the curriculum and variety of subject matter

2. Skill in working in a collaborative environment

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3. Skill in working with diverse adult learning styles
4. Skill in oral communication, including public speaking
5. Skill in directing the work of others
6. Skill in written communication
7. Skill in establishing and maintaining respectful and sensitive working relationships with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
8. Skill in performing research in a designated subject matter area
9. Skill in designing lesson plans using original research, subject-matter knowledge and materials
10. Skill in using a variety of computer software to compose and prepare a variety of correspondence, reports, publicity and other materials

Preferred Qualifications:

Benefits:

Benefits include paid holidays, vacation and sick leave. Optional tax deferred flexible benefit 403(b) and 457 plans are available. If eligible, Classified employees participate in the Public Employees Retirement System, a defined-benefit retirement plan through the State of California.

Open Date: 12/21/2020

First Review Date: 01/28/2021

Close Date:

Open Until Filled: Yes

Special Instructions Summary:

Required Application Materials

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All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application and to apply for this position).
2. A resume that details all relevant education, training, and other work experience.
3. A cover letter of no more than 3 pages that addresses the applicants cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as well as the applicants qualifications as they relate to the requirements, knowledge, skills, and abilities listed in this announcement.

Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

For questions related to this posting, please contact:

SMCCCD Office of Human Resources
3401 CSM Drive, San Mateo, CA 94402
Tel.: (650) 574-6555
Fax:(650) 574-6574
Web Page: www.smccd.edu/hr

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)
2. Submit verifications of prior employment
3. Satisfactory references
4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

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5. Present original documents for proof of eligibility to work in the United States
6. Approval of your employment by the SMCCCD Board of Trustees
7. Provide a certificate of Tuberculosis exam for initial employment.
8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

Accommodations:

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

Annual Security Report:

San Mateo County Community College Districts (SMCCCD) 2020 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2020 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2020 Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2020

[url=<https://www.smccd.edu/publicsafety/2020%20SMCCCD%20Annual%20Security%20Report.pdf>] Annual Security Report is now available. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.



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To apply, visit: [url=https://aptrkr.com/2117691]https://jobs.smccd.edu/

Contact Information

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

Contact

San Mateo County Community College District

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