

Learning Center Specialist  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242486>

Downloaded On: Aug. 10, 2024 11:20am

Posted Aug. 1, 2024, set to expire Aug. 26, 2024

<b>Job Title</b>	Learning Center Specialist
<b>Department</b>	SCC Mathematics & Sciences
<b>Institution</b>	Rancho Santiago Community College District Santa Ana, California
<b>Date Posted</b>	Aug. 1, 2024
<b>Application Deadline</b>	08/26/2024
<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/5483882">https://apptrkr.com/5483882</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Learning Center Specialist**

**Rancho Santiago Community College District**

**Salary Range:** Grade 8: \$25.81

**Job Type:** Part Time

**Job Number:** CL24-00964

**Location:**



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Orange, CA

**Division:** SCC Mathematics & Sciences

**Closing:** 8/26/2024 5:00 PM Pacific

### **Job Description**

#### **CLASS SUMMARY**

Under general direction, assists instructors by organizing and maintaining an instructional resource center, advises faculty in identifying resources to support instructional objectives in multilevel curricula; oversees student assessment activities and materials; facilitates assignment and duties of other classified staff; supervises duplication process; compiles data and drafts reports; performs related duties as required.

#### **REPRESENTATIVE DUTIES**

Recommends instructional resources appropriate for specified curricular areas; oversees the instructional resource center including selecting, organizing, cataloging, circulating, monitoring, and inventorying books; print and audiovisual materials, software, and media equipment; responds to inquiries concerning student assessment processes and attendance reporting; oversees and coordinates testing relative to initial placement, student progress, and standardized assessment; prepares testing materials for distribution to site directors and instructors at various community sites; administers and scores tests or work samples used to measure levels of student achievement; orients instructors, site directors, instructional assistants and representatives from other agencies to the center's services, procedures, resources, and to record keeping processes; provides instruction in operation of audiovisual and duplication equipment; compiles data and drafts reports; prepares and maintains bulletin boards featuring new books and materials; facilitates the schedule and duties of other classified staff assigned to the center; performs various office responsibilities; may oversee faculty mailbox assignment and mail distribution; may assist in registration.

#### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to a program coordinator or division administrator. This class works closely with instructors and site directors and may direct the work of instructional assistants or other classified staff.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of: good written and oral English; program area curriculum and instructional methodology; record keeping, clerical and general office procedures; college classroom and learning procedures;

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instructional resources pertinent to particular disciplines; test administration and scoring. Ability to: advise and assist instructors in various paraprofessional and instructionally related services; assist instructors with selection and use of instructional resources and equipment; learn and use a wide variety of instructional materials; administer and score objective tests; perform clerical, filing and supportive duties; learn and operate office equipment; understand and follow oral and written instructions; communicate effectively on phone and in writing; establish and maintain effective relationships with instructors, personnel and students; be sensitive to students and staff from diverse backgrounds.

## Job Qualifications

### MINIMUM QUALIFICATIONS

#### **Training and Experience**

Any combination of training and/or experience equivalent to a BA degree and two years of experience in a related field.

### ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

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### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

### **SELECTION CRITERIA**

#### **Application Screening**

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability if applicable
- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving Skills

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

#### **Interview**

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Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

### **Application Procedures**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

### **Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)



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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4567519/learning-center-specialist>

### Contact Information

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

### Contact

SCC Mathematics & Sciences  
Rancho Santiago Community College District

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