

Learning Facilitator
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=248958>

Downloaded On: Nov. 19, 2024 10:11am

Posted Nov. 18, 2024, set to expire Dec. 30, 2024

Job Title Learning Facilitator
Department Student Services
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Nov. 18, 2024

Application Deadline 12/05/2024

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Educational Services
Student Services

Apply Online Here <https://apptrkr.com/5804059>

Apply By Email

Job Description

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Learning Facilitator

Rancho Santiago Community College District

Salary Range: Grade 8: \$25.81

Job Type: Part Time

Job Number:

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CL24-01055

Location: Orange, CA

Division: SCC Student Services

Closing: 12/5/2024 5:00 PM Pacific

Job Description

REPRESENTATIVE DUTIES

Tutors students from diverse backgrounds in content of specific courses and/or study skills on a one-to-one or small group basis; identify problem areas on subject matter, simplify concepts to assist in learning material, review and help clarify lecture materials; assists instructors in implementing educational plans; prepares teaching aids and instructional materials; conducts examination review and study sessions; conducts meetings with certificated staff members regarding progress of students; administers and scores tests; prepares and submits reports as required; prepares schedules and makes appointments; attends staff meetings and training sessions as necessary; performs record keeping responsibilities; performs related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: principles of tutoring at the college level; proficient level of understanding in subject area; good written and oral communication skills; record keeping. Ability to: establish and maintain effective relationships with students and instructors; able to communicate difficult concepts with patience and desire to help the student.

Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience

Any combination of training and experience equivalent to an Associates level of college training and/or satisfactory completion (grade A or B) of the courses the incumbent is instructing in.

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

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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.

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

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

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

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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

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.

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

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

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.



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3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4727391/learning-facilitator>

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Contact Information

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

Contact

Student Services

Rancho Santiago Community College District

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