

Instructional Aide-Reading and Writing (Part-Time, CAS)  
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249348>

Downloaded On: Feb. 11, 2025 3:50pm

Posted Nov. 21, 2024, set to expire Apr. 22, 2025

**Job Title** Instructional Aide-Reading and Writing (Part-Time, CAS)

**Department**

**Institution** Butte-Glenn Community College District  
Oroville, California

**Date Posted** Nov. 21, 2024

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Part-Time/Temporary Staff

**Academic Field(s)** Educational Services

**Job Website** <https://www.schooljobs.com/careers/buttecc/jobs/4719490/instructional-aide-reading-and-writing-part-time-cas>

**Apply By Email**

**Job Description**

**POSITION HIGHLIGHTS:**

The Instructional Aide-Reading and Writing (IA) will work in both the Center for Academic Success (CAS) and a classroom setting.

**In CAS:** under the direction of an administrator, this position involves tutoring students one-on-one as scheduled, referring students to other appropriate CAS services, and acting as a liaison with English classroom instructors.

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**In the classroom:** under the direction of an instructor, the IA assists with various instructional support tasks in English courses. The schedule for this position is developed around English 3 courses and will change from semester to semester.

The work schedule is Monday through Friday, 9:00 a.m. to 2:00 p.m. with a 1-hour, unpaid lunch period. This is a 9-month position with the months of June and July off with no pay, this position starts work one week before each semester, and works all instructional days only.

***Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.***

### **REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:**

Please visit the [class specification](#) to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

### **DIVERSITY QUALIFICATION:**

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

### **APPLICATION INSTRUCTIONS:**

All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

### **REQUIRED ATTACHMENTS:**

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds.
  - **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

### **PRE-EMPLOYMENT REQUIREMENTS:**

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the

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applicant from being hired.

2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
3. As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

The eligible list established from this recruitment will be used to fill the current vacancy and possibly future vacancies for positions with the same class specification.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The District offers a comprehensive benefits package for employees/family members: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, contribution to the Public Employees Retirement System (PERS) or State Teachers' Retirement System (STRS), 403b and 457 tax shelter retirement plan, accrued vacation days and sick days. For more information please click on the link below.

[Fringe Benefit Summary](#)

### **Contact Information**

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

### **Contact**