

**Anatomy & Physiology Tutor - Instruction & Classroom
Support Technician 1
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=260585>

Downloaded On: Sep. 15, 2025 4:45pm

Posted Aug. 4, 2025, set to expire Jan. 6, 2026

Job Title	Anatomy & Physiology Tutor - Instruction & Classroom Support Technician 1
Department	SCC Tutoring Services
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Aug. 4, 2025
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/6437134

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Job Description

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Anatomy & Physiology Tutor - Instruction & Classroom Support Technician 1

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Tutoring Services

Salary Range: \$20.09 - \$26.74

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Open Continuous.

This is a non-permanent, hourly position.

Starting salary for this position is: \$20.09 (Hourly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be forwarded to the hiring official as they are received and accepted until the need is filled.

About the Anatomy & Physiology Tutor - Instruction & Classroom Support Technician 1

JOB SUMMARY

Under the general supervision of the Assistant Dean of Arts & Sciences, the Instruction & Classroom Support Technician provides instructional support services for the division.

This position assists instructors with preparing materials for use in a classroom or laboratory and with individual or group instruction. This position assists students with class assignments and developing and improving study skills, reading, writing, and other discipline-specific skills.

This is a non-permanent, hourly position.

DUTIES AND RESPONSIBILITIES

- Assist instructors and students with class assignments. Support students with study skills, course concepts, or other discipline-specific skills. *
- Prepare materials for use in tutoring sessions. *

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- Assist instructors with demonstrations of applicable coursework. *
- Help students identify classroom and electronic resources and materials. *
- Catalog equipment and supplies, develop or maintain inventory lists, and log and check out resources in the Tutoring Services database. *
- Enter and maintain data on individual student visits. Review the daily work of students. Conduct individual student appointments. *
- Maintain records of work activities to support report preparation. *
- Attend and participate in periodic training covering best practices for tutoring students following the College Reading and Learning Associations (CRLA) certified tutor training program. *
- Complete required CRLA tutor certification training within 6 months of hire. *
- Attend required trainings and orientations. *
- May direct the work of others.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

** Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

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MINIMUM QUALIFICATIONS

- Six months or more of full or part-time experience or training in the appropriate discipline. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Demonstrated experience working with college students.
- Proficiency with technology.
- Ability to work with a team.
- Ability to meet deadlines.

PHYSICAL REQUIREMENTS

- Work is performed in office and classroom environments with frequent interruptions and distractions.
- Work is sedentary.
- Work directly with students/clients.

CONDITIONS OF EMPLOYMENT

- Non-permanent, hourly position.
- Work schedule will be determined by the supervisor.
- This position is overtime eligible.
- Position is eligible for paid sick leave benefit with an accrual rate of one hour for every 40 hours worked.
- Must complete College Reading and Learning Associations (CRLA) tutor certification training within 6 months of hire.
- Criminal background check is required.
- This position is eligible for coverage under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and

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promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual

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physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Frederick Davis, MA

Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040 / ccs.titleix@ccs.spokane.edu.

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/anatomy-physiology-tutor-instruction-classroom-support-technician-1-spokane-washington-united-states>

Contact Information

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

Contact

SCC Tutoring Services

Community Colleges of Spokane

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