

Instructional Assistant/Learning Resource Center
North Orange County Community College District

Direct Link: <http://www.AcademicKeys.com/r?job=96954>

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Job Title Instructional Assistant/Learning Resource Center
Department CC Library Learning Resource ISPS
Institution North Orange County Community College District
Anaheim, California

Date Posted Sep. 13, 2017

Application Deadline 9/26/2017

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Educational Services

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Apply By Email

Job Description

Instructional Assistant/Learning Resource Center

North Orange County Community College District

Position Number: CCC696

Location: Cypress College

Department: CC Library Learning Resource ISPS

Percentage of Employment: 100%

Months of Employment: 11 Months/Year

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Work Schedule: Monday - Thursday, 11:00 am - 9:00 pm; Friday, 11:00 am - 3:00 pm (Schedule and shift are subject to change in accordance with department needs.)

Job Description:

Tutors and counsels students individually or in small groups in the assigned subject matter area; reinforces or follows-up on instructions provided in classroom or laboratory by the faculty; explains course concepts, principles and terminologies to students; tracks students' progress and provides feedback to instructor.

Assists in the preparation of instructional materials; schedules and coordinates field trips, guest lecturers, and special events; assists in the preparation of class schedules, course requirements and assignments; administers and scores a variety of tests; recommends appropriate level of instruction.

Demonstrates or describes the proper usage of equipment and materials to instructors and students; provides information to students regarding classroom or laboratory requirements; prepares and issues equipment and materials for students use; maintains records of equipment and materials loaned to students.

Performs a variety of specialized and general classroom or laboratory techniques; operates a variety of complex apparatus and equipment within assigned subject matter; tests, adjusts, maintains and performs minor repairs including necessary calibrations to apparatus and equipment.

Provides technical assistance and recommends specifications for equipment and instructional material purchases.

Performs administrative duties related to the maintenance and efficiency of the instructional program; types various forms, letters and correspondence; duplicates instructional materials; monitors class enrollments and maintains student attendance records; maintains confidential student information and progress data on appropriate forms and records; compiles statistical data.

Maintains classroom or laboratory in a safe, clean and orderly condition; prepares and maintains records and reports as necessary.

Orders, maintains, receives, catalogs, and stores equipment, materials and supplies; maintains inventories to assure adequate quantities are available for timely instructional use; monitors expenditures and budget as assigned.

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Trains and provides work direction and guidance to others as directed.

Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Performs related duties as assigned.

Primary Purpose:

This position is responsible for assisting in the instruction of students in a classroom or laboratory setting; preparing, distributing, or demonstrating equipment and materials; and performing complex technical work as required. This requires specialized knowledge in the area supported.

Working Relationships:

The Instructional Assistant maintains daily contact with students and faculty, as well as frequent contact with various college or District departments and outside vendors.

Knowledge, Skills, and Abilities:

Knowledge of organization, policies and procedures of assigned department, classroom, or laboratory

Knowledge of the proper methods, materials, tools and equipment used in the assigned classroom or laboratory

Knowledge of appropriate safety precautions and procedures used in the assigned classroom or laboratory

Knowledge of instructional methods and techniques

Knowledge of modern office practices and procedures

Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary

Knowledge of basic bookkeeping procedures

Knowledge of record keeping techniques

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Knowledge and ability to operate personal computers, typewriters, copiers and other standard office equipment

Ability to present classroom or laboratory materials and to perform experiments and demonstrations in the area assigned

Ability to assist students in understanding and applying basic principles of the subject area to which assigned

Ability to make arithmetic calculations quickly and accurately

Ability to work independently with little direction

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain effective working relationships with others

Special Requirements:

Coursework must be verifiable on a legible transcript.

Minimum Qualifications:

Two (2) years of college level course work and a minimum of three (3) years of extensive training or work experience in the assigned disciplines or subject areas.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

Desirable Qualifications:



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Basic knowledge of tutoring, directed learning activities (DLA) and supplemental instruction differences in an academic learning center

Experience working in an academic learning center or educational environment

Working Conditions:

Instructional classroom and/or laboratory and/or stockroom environment. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing classroom or laboratory demonstrations and experiments. May be subject to exposure to chemicals, solutions, bio-hazardous materials, and/or fumes.

Salary Range: \$4,240 -\$5,139 per Month

Number of Vacancies: 1

Commitment to Diversity:

Posting Number: 2015199P

Open Date: 09/12/2017

Close Date: 9/26/2017

Special Instructions Summary: This is a classified position subject to a one-year probationary period. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

The District may choose to fill one or more positions from this recruitment within the same fiscal year or 8 months, whichever is longer.

To ensure consistency and fairness to all applicants, please do not submit materials in addition to those requested. Additional materials will not be considered or returned. Be sure to complete all questions and sections of the application. For questions which may not apply, indicate N/A (not applicable). Do not use terms such as see resume or see attached.

The minimum required number of references for this position is three (3).

All applications will be screened under a process of utmost confidentiality by a committee of representatives from the college community. Possession of the minimum qualifications does not



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ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three business days in advance of the scheduled examination/interview date.

Evaluations of foreign degrees and/or coursework are required. See our website at <http://www.nocccd.edu/minimum-qualifications> for information regarding evaluation of foreign degrees.

To apply, visit: [\[url=http://apptrkr.com/1083979\]](http://apptrkr.com/1083979)<https://nocccd.peopleadmin.com/postings/2734>

Contact Information

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

Contact

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