

English as a Second Language Instructional Support
Assistant (Part-time)(Restricted Funds)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=226914>

Downloaded On: May. 9, 2024 4:32am

Posted Dec. 6, 2023, set to expire Jul. 1, 2024

Job Title	English as a Second Language Instructional Support Assistant (Part-time)(Restricted Funds)
Department	English as a Second Language (ESL)
Institution	Mt. San Antonio College Walnut, California
Date Posted	Dec. 6, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Student Services Educational Services
Apply Online Here	https://apptrkr.com/4836513

Apply By Email

Job Description

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English as a Second Language Instructional Support Assistant (Part-time)(Restricted Funds)

Position Number: CM-097-2024

Department: English as a Second Language (ESL)

Job Category:

Time (Percent Time):

Term (months/year):

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Current Work Schedule (days, hours): Mon-Thurs 5:15PM-10PM

Salary Range: A-45

Salary: A-45Steps 1 - 6: \$1,762 - \$2,249 monthly

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement.

Open Date: 12/04/2023

Initial Screening Date: 02/05/2024

Open Until Filled: Yes

Application Procedure:

First Review of Applications: Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

Health & Welfare:

Mt. San Antonio College offers a competitive and excellent benefits package to **eligible employees** providing medical, dental, and vision benefits for eligible employees and their dependents. Lifetime medical benefits are also available for eligible retirees.

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente

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\$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: Salary and Health & Welfare Benefits are subject to change. Please visit the [Mt. San Antonio College Benefits Website](#) for further information.

Basic Function/Overview:

DEFINITION:

Under general supervision, performs a variety of responsible clerical duties in support of English as a Second Language (ESL) programs; assists in the orientation, training, and scheduling of Teacher Aides and assists with administrative processes, forms, data collection, and mandated assessments related to grants for ESL programs.

SUPERVISION RECEIVED & EXERCISED:

Receives general supervision from assigned management or supervisory staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS:

This is an entry-level classification responsible for providing clerical assistance in the ESL division of the Continuing Education Department. This class is distinguished from the Office Assistant in that the former requires the knowledge of specialized ESL programs, policies and procedures.

Essential Duties/Major Responsibilities:

1. Prepares and issues materials and equipment for student use; maintains records or materials and equipment used by students.
2. Prepares and maintains various programmatic and/or student files and records; monitors and tracks attendance and usage of assigned functional area.
3. Provides orientation and training to Teacher Aides in performance assessment techniques; trains in administering standard testing, including the Comprehensive Adult Student Assessment System (CASAS) and EI Civics for the WIA Title II (231) grant.
4. Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains departmental databases and reports.
5. Maintains classroom and laboratory environment in a safe, clean, and orderly condition.
6. Orders, receives, and stores supplies, materials, and equipment; maintains inventories, ensuring

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that adequate quantities are available for instructional use.

7. Prepares and maintains various records and reports related to operations and activities of assigned area as required.
8. Assists in the coordination of the use of lab facilities, ensuring the availability of appropriate supplies and equipment; facilitates the use of ESL programs, software, online resources for ESL students in the classroom and/or computer lab.
9. Trains and provides work direction to student workers as assigned.
10. Operates a variety of equipment related to the specialized area of assignment.
11. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Performs other related duties as assigned.

Knowledge Of:

1. Principles, practices, procedures, and equipment of assigned subject area.
2. Tutorial techniques to assist students with low English proficiency.
3. Business letter writing and the standard format for reports and correspondence.
4. Principles and practices of data collection and report preparation.
5. Principles and practices of providing work direction and training.
6. Record keeping principles and procedures.
7. Modern office administrative practices, methods, computer equipment and computer applications related to work, including word processing, database, and spreadsheet applications.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

1. Provide instructional assistance and technical advice to students on the availability and uses of instructional materials and equipment.
2. Provide information and assistance to students and staff.
3. Ensure the care and security of assigned equipment, materials, and supplies.
4. Issue and receive equipment and supplies.
5. Understand and follow oral and written directions.

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6. Maintain records and prepare reports.
7. Learn, interpret, and apply Federal, State, and local, administrative and departmental laws, codes, regulations, policies, and procedures.
8. Operate modern office equipment, including computer equipment, copiers, printers, software programs, and cash register.
9. Organize own work, set priorities, and meet critical time deadlines.
10. Make sound, independent decisions within established policy and procedural guidelines.
11. Use English effectively to communicate in person, over the telephone, and in writing.
12. Understand scope of authority in making independent decisions.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to the completion of the twelfth (12th) grade, and

One (1) year of varied office support experience preferably involving public contact. Ability to converse in a language other than English which is spoken by the students served in the ESL program may be desirable.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Working Environment:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas. Finger dexterity is needed

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to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and shelf materials. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Hazards:

Conditions of Employment:

The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue,

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Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

LONG DISTANCE TRAVEL FOR INTERVIEWS: Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

Foreign Transcripts:

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#)

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to complete and submit your application for this position.

EEO Policy:

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

To apply, visit <https://hrjobs.mtsac.edu/postings/11348>

jeid-536a9710f9377c4cbdaf61f3cd38623c

Contact Information

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

Contact

N/A

Mt. San Antonio College

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