Employment Opportunity

Instructional Assistant I - English
Business, English and Language Arts - - CL14-13
(part-time assignment)

Apply by: Monday, June 30, 2013

About the Position: The currently advertised part-time (75%) position will perform a variety of standard to difficult duties, including instructional program support, tutoring and administrative activities in support of the English program. An Instructional Assistant - English position eligibility pool may be established in order to fill other part-time or substitute assignments as needs arise.

Examples of Duties: Under the direction of the Writing Center Director, in collaboration with the Dean of Business, English and Language Arts:

- Prepares, compiles, collates, maintains, updates and disseminates instructional materials in accordance with instructors' directions
- Develops and presents learning materials and instructional exercises to individuals and groups
- Tutors students individually and/or in small groups to reinforce class material taught in the English program while keeping abreast of English program changes
- Coordinates materials, equipment, facilities and supplies for classes
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, workshops and supplemental tutoring sessions
- Trains students and others in the safe use of specialized equipment, including computer hardware and software, and procedures and processes
- Administers and scores tests and examinations
- Answers student questions and advises regarding English course class assignments; including the full range of English courses taught at Cabrillo College
- Assists in completing and processing various forms, certificates and other documents
- Maintains physical environment and condition of the learning center and its equipment
- Schedules student appointments, tests, meetings and facilities
- Maintains student records; keeps other detailed records such as budget, financial and attendance records
- Maintains an inventory of and requisitions supplies and equipment
- Maintains the security of supplies and equipment
- Operates standard office equipment and instructional media
- Prepares periodic and special reports
- Attends to a variety of office administrative details such as arranging for the repair of equipment, transmitting information and keeping reference materials up to date
- Assists in the recruitment and selection of student assistants; and provides instruction in safe work procedures
- May conduct workshops, orientations and meetings
- May drive for position-related activities
- Performs related duties as required or assigned

Minimum Qualifications:

Equivalent to completion of two years of college with college level, lower division* coursework in English *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the English program and two years of experience in either educational support work which has included interaction with students in a classroom or tutorial setting, or work in the program area to which assigned.

Please note: additional experience that would provide the required subject matter expertise as outlined above may be substituted for the education on a year-for-year basis and/or additional education may be substituted for the experience on a year-for-year basis.
Knowledge of:
- Subject matter related to the English program
- Effective instructional techniques
- Principles, theories, practices, methods and equipment of the English program
- Health and safety practices related to the learning center
- Standard office practices and procedures including filing, the operation of office equipment, including personal or online computers
- Detailed recordkeeping and budget tracking
- Correct English usage, including spelling, grammar and punctuation

Skill in:
- Safely operating, maintaining and demonstrating the use of specialized equipment, supplies and materials
- Drafting, formatting and editing essays on computers
- Applying and explaining instructional methods and procedures
- Keeping abreast of English program changes
- Reading, understanding and presenting course materials to students, including the correct use of grammar and punctuation
- Coordinating multiple projects and meeting deadlines
- Maintaining accurate records, files and databases
- Preparing clear and concise reports, correspondence and similar written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work including those from diverse backgrounds
- Understanding and following oral and written instructions
- Operating a personal computer to enter, edit and retrieve data and generate reports
- Learning new software as required for duties as outlined above
- Effectively operating and maintaining an orderly instructional environment

Other Minimum Requirements:
- May require possession of and ability to maintain a valid California driver's license and safe driving record during the course of employment
- May require registration, licensure or certification related to the assigned instructional program area
- Must be willing and able to work at various campus sites

Current Salary: *$2,199 to $2,425 per month to start; seven-step schedule to $2,947 per month. Part-time, 75% assignment, 9 months per year. This 30 hour per week assignment will be scheduled based on Writing Center needs. Currently, the Writing Center hours of operation are Monday – Thursday, 9:00 a.m. – 6:00 p.m. and Friday 9:00 a.m. – 3:00 p.m. Classified employees are required to join the California Public Employees’ Retirement System (CalPERS) and as such contribute up to 7% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin in August 25, 2014, pending continued funding and Governing Board ratification.*

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual's previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend contribution for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.
How to Apply: Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA  95003
or fax to: (831) 477-3545
Phone:  (831) 479-6217

**EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College classified employment application
b) Resume – job related
c) One to three letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.*)
   - Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.
   OR

Verification of experience qualifications:
   - Experience may be substituted for the education requirement on a year-for-year basis. Applicant must provide written evidence that proves additional experience is equivalent for purposes of substitution.

c) Criminal History Inquiry Supplemental to Application

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
 Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline: All application materials MUST be received in the Human Resources Department by: Monday, June 30, 2014.  (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.