
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

POSITION: INSTRUCTIONAL ASSOCIATE – LANGUAGE ARTS

DEPARTMENT: LANGUAGE ARTS

FINAL FILING DATE: FRIDAY, MARCH 7, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

LOCATION: *SCHEDULED TO BE ASSIGNED TO: WOODLAND COMM. COLLEGE

SALARY: \$3040 - \$3337/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$4224/MO.)

COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of an assigned Dean, provide instruction and assistance to students in Language Arts, computer operations, instructional software and basic academic skills; develop lesson plans and activities to implement curriculum.

REPRESENTATIVE DUTIES:

- Present Language Arts curriculum to groups of students in lab and classroom settings including, but not limited to: English as a Second Language (ESL), reading, writing, grammar, vocabulary, math, writing and supplemental instruction. (E)
- Develop lesson plans and activities to implement curriculum; coordinate instructional materials and assignments with instructors; recommend goals and improvements as appropriate. (E)
- Evaluate student work; assist with and provide instruction to students regarding assignments; administer, grade and record assignments. (E)
- Record student progress and attendance; prepare and maintain related records and reports; evaluate student needs; confer with instructors regarding student progress. (E)
- Operate instructional equipment including computers, computer networks, educational software, copiers, printers and audio-visual equipment. (E)
- Review and recommend purchase of instructional materials. (E)
- Prepare and distribute instructional materials. (E)
- Troubleshoot and monitor computer problems in labs. (E)
- Revise course descriptions as directed.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Laws, rules and regulations related to assignments.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Language arts, computer operations and basic academic skills.
- Instructional methods and techniques.
- Computer assisted instruction, word processing software and network applications.
- Needs and behavior of students of various ethnic, racial and cultural backgrounds and with mental and physical disabilities.

ABILITY TO:

- Provide instruction and assistance to student in Language Arts, computer operations and basic academic skills.
- Develop lesson plans and activities to implement curriculum.
- Operate instructional computers, software and audio-visual equipment.
- Evaluate student needs and recommend appropriate instructional materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.

EDUCATION AND EXPERIENCE: Any combination equivalent to: bachelor's degree in language arts or related field and two years full-time experience in adult-level skills development program.

ENVIRONMENT:

- Classroom, lab and/or office environment.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.

REQUIRED DUTIES:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Woodland Comm. College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Woodland Comm. College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **FRIDAY, MARCH 7, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

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Personnel Services
2088 North Beale Road
Marysville, CA 95901

