

Position Information

<b>Title</b>	<b>Instructional Assistant - 1.0 FTE - 12 Month - Agricultural Studies</b>
<b>Job Category</b>	Classified
<b>Position Number</b>	
<b>Location</b>	
<b>Job Description</b>	BASIC FUNCTION: Under the direction of the Dean of Instruction or designee, assist in reinforcing instruction and providing guidance to individuals or small groups of students in the greenhouses and other areas of the campus related to the Agricultural Studies Program, including classroom instruction space, field, and labs.
<b>Job Duties</b>	<p>REPRESENTATIVE DUTIES:</p> <ul style="list-style-type: none"> <li>• Maintain and control the circulation of instructional supplies, materials, agricultural students items and equipment; maintain appropriate records and inventories; order replacement items, equipment and supplies, maintain equipment according to approved procedures; process new stock and equipment. (E)</li> <li>• Assist students in the proper procedures, selection, operation and care of plants, animals, equipment and other greenhouse and Agricultural Studies items; ensure student compliance with current health and safety regulations. (E)</li> <li>• Operate and maintain a variety of equipment associated with the agricultural discipline, including tractor, personal computers, and software; maintain appropriate records. (E)</li> <li>• Ensure that the instructional area is maintained in a clean and orderly manner; ensure compliance with the state and county health department codes; assure the security of the facilities as assigned. (E)</li> <li>• Provide relevant information to instructors regarding student progress; assist instructors in evaluation and identification of student problems; assist in the resolution of problems. (E)</li> <li>• Management of horticultural facilities, including 2 greenhouses, test plots, and student production projects. (E)</li> <li>• Knowledge of integrated control systems in greenhouse environment; including adjustment of growing zones to maximize efficiency (E)</li> <li>• Ability to prepare stock solutions for laboratory usage. (E)</li> <li>• Knowledge of soil cultural practices to enhance student projects (E)</li> <li>• Design, repair, maintain, troubleshoot irrigation systems (E)</li> <li>• Provide training and work direction to work-study students and interns; schedule and maintain record of time worked. (E)</li> <li>• Apply pesticide and herbicides according to established procedures as needed in the greenhouse and labs. (E)</li> <li>• Perform other related duties as assigned.</li> </ul> <p>KNOWLEDGE OF:</p> <ul style="list-style-type: none"> <li>• Record-keeping techniques</li> <li>• Oral and written communication skills</li> <li>• Operation and use of personal computer</li> <li>• Health and safety regulations</li> </ul> <p>ABILITY TO:</p>

	<ul style="list-style-type: none"> <li>• Reinforce instruction and provide guidance to individual or small groups of students</li> <li>• Arithmetic calculations quickly and accurately</li> <li>• Understand and follow oral and written directions</li> <li>• Apply greenhouse plant chemicals safely and effectively according to established procedures</li> <li>• Establish and maintain cooperative and effective working relationships with others</li> <li>• Relate to students in a professional manner</li> <li>• Work independently with little supervision</li> <li>• Meet schedules and time lines</li> <li>• Plan and organize work</li> <li>• Lift objects weighting up to 50 pounds</li> <li>• Train and provide work direction to others</li> <li>• Maintain records and reports</li> </ul>
<b>Required Qualifications</b>	<p>EDUCATION AND EXPERIENCE: Any combination equivalent to an Associate Degree and one-year work experience in the agricultural industry.</p> <p>LICENSES AND OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> <li>• Qualified Pesticide Applicator's Certificate within six months of employment.</li> </ul>
<b>Desired/Preferred Qualifications</b>	
<b>Physical Demands</b>	<p>PHYSICAL ABILITIES:</p> <ul style="list-style-type: none"> <li>• Communicating information</li> <li>• Reading various materials</li> <li>• Operation of computer keyboard</li> <li>• Sitting for extended periods of time</li> <li>• Bending at the waist, kneeling or crouching</li> <li>• Drive to required sites</li> <li>• Reaching overhead, above the shoulders and horizontally.</li> <li>• Lifting moderately heavy objects.</li> <li>• Standing for extended periods</li> </ul>
<b>Special Conditions for Eligibility</b>	
<b>FLSA</b>	Non-Exempt
<b>Range/Step</b>	Range 26, CSEA Salary Schedule
<b>Salary</b>	\$3,188. - \$3,515/MO.
<b>Benefits Information</b>	<p>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 (CalPERS).</p>

**BENEFITS/SALARY:** The District offers a comprehensive benefits package for employees and dependents for positions whose FTE is .60 or higher, valued at over \$24,000 annually with a \$310.50 monthly out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, one (1) life insurance policy and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS), which is integrated with Social Security, 457/403b options, Vacation days - 7.33 hrs per month for the first year, 96 hours of vacation leave per years 1-5, 12 sick days and 20 holidays.

**SALARY:** Step 1: \$36,532/YR. - \$40,101 Range 26, CSEA Salary Schedule, initial placement will not be higher than Step 3 of the salary schedule, the top step for this position is \$4,252/MO

**WORKING CONDITIONS:** Categorically funded positions are contingent upon funding. In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

If you require reasonable accommodation to apply for this position, contact the Human Resources Office at (530) 741-8765.

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**WORK DAY, WORK WEEK, and WORK YEAR:** The District has the right to establish work day, workweek, work year; hours of positions within the District may vary.

**INTERVIEW:** Candidates selected for an interview will be required to visit Yuba Community College District at his/her own expense upon a date selected by the District. Meeting minimum qualifications does not guarantee an interview.

**FOREIGN TRANSCRIPTS:** Must include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.

**PRE-EMPLOYMENT REQUIREMENTS:** Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test.

**EEO Statement**

As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.

**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.