

Position Information

<b>Title</b>	<b>Instructional Associate - Basic Skills - .65 FTE - 11 Month - Sutter County Center</b>
<b>Job Category</b>	Classified
<b>Position Number</b>	
<b>Location</b>	
<b>Job Description</b>	<p><b>BASIC FUNCTION:</b></p> <p>Under the direction of an assigned Dean or designee, provide instruction and assistance to students in Basic Skills/GED, computer operations, instructional software and basic academic skills; develop lesson plans and activities to implement curriculum.</p>
<b>Job Duties</b>	<p><b>REPRESENTATIVES DUTIES:</b></p> <ul style="list-style-type: none"> <li>•Present Basic Skills curriculum to individuals or groups of students in lab and other settings including, but not limited to: reading, writing, grammar, vocabulary, math and supplemental instruction. (E)</li> <li>•Develop lesson plans and activities to implement curriculum; coordinate instructional materials and assignments with instructors; recommend goals and improvements as appropriate. (E)</li> <li>•Evaluate student work; assist with and provide instruction to students regarding assignments. (E)</li> <li>•Record student progress and attendance; prepare and maintain related records and reports; evaluate student needs; confer with instructors regarding student progress. (E)</li> <li>•Operate instructional equipment including computers, computer networks, educational software, copiers, printers and audio-visual equipment. (E)</li> <li>•Review and recommend purchase of instructional materials. (E)</li> <li>•Prepare and distribute instructional materials. (E)</li> <li>•Troubleshoot, monitor and report computer problems in labs. (E)</li> <li>•Observe, evaluate, and supervise student tutors.</li> <li>•Perform related duties as assigned.</li> </ul> <p><b>KNOWLEDGE OF:</b></p> <ul style="list-style-type: none"> <li>•Laws, rules and regulations related to assignments.</li> <li>•Record-keeping techniques.</li> <li>•Correct English usage, grammar, spelling, punctuation and vocabulary.</li> <li>•Oral and written communication skills.</li> <li>•Math and basic academic skills.</li> <li>•Interpersonal skills using tact, patience and courtesy.</li> <li>•Instructional methods and tutoring techniques.</li> <li>•Computer assisted instruction, word processing software and network applications.</li> <li>•Needs and behavior of students of various ethnic, racial and cultural backgrounds and with mental and physical disabilities.</li> </ul> <p><b>ABILITY TO:</b></p> <ul style="list-style-type: none"> <li>•Provide instruction and assistance to students in Language Arts, math, computer operations and basic academic skills.</li> <li>•Develop lesson plans and activities to implement curriculum.</li> </ul>

	<ul style="list-style-type: none"> <li>•Operate instructional computers, software and audio-visual equipment.</li> <li>•Evaluate student needs and recommend appropriate instructional materials.</li> <li>•Communicate effectively both orally and in writing.</li> <li>•Establish and maintain cooperative and effective working relationships with others.</li> <li>•Work independently with little direction.</li> <li>•Meet schedules and time lines.</li> <li>•Plan and organize work.</li> <li>•Maintain records and prepare reports.</li> <li>•Observe, evaluate, and supervise student tutors.</li> </ul> <p>REQUIRED DUTIES:</p> <ul style="list-style-type: none"> <li>•Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.</li> </ul>
<b>Required Qualifications</b>	<p>EDUCATION AND EXPERIENCE:</p> <p>Any combination equivalent to: bachelor's degree in language arts, math or related field and two years full-time experience in adult-level skills development program.</p>
<b>Desired/Preferred Qualifications</b>	
<b>Physical Demands</b>	<p>LICENSES AND OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> <li>•Office environment.</li> <li>•Driving a vehicle to conduct work.</li> </ul> <p>ENVIRONMENT:</p> <ul style="list-style-type: none"> <li>•Indoor and outdoor environment.</li> <li>•Driving a vehicle to conduct work.</li> <li>•Subject to evening or variable hours.</li> </ul>
<b>Special Conditions for Eligibility</b>	
<b>FLSA</b>	Non-Exempt
<b>Range/Step</b>	Range 28, CSEA Salary Schedule
<b>Salary</b>	\$2,073 - \$2,513/MO.
<b>Benefits Information</b>	<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 \$19,831 annually with a \$266.50 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.</p>

**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.