

INSTRUCTIONAL AIDE – Technology Career Institute

Closing date: Thursday, January 2, 2014

POSITION AVAILABLE: One regular full-time* position, 40 hours* per week, 12 months per year, on an off-site location in North San Diego County still to be determined. Specific days and hours to be determined. The person selected for this position will be subject to assignment to any district facility during any hours of operation. *This position may be part-time (without benefits) for a few months before becoming a full-time position. This is a grant-funded position, dependent on the success of this grant and the developed programs.

COMPENSATION: Starting \$3,341.25 per month* and full benefit package which includes employee and dependent medical, vision, and dental plans, \$100,000 life insurance and income protection insurance, as well as membership in the California Public Employees' Retirement System (PERS). *This position may be part-time (without benefits) for a few months before becoming a full-time position. Salary will be prorated depending on hours assigned.

BASIC FUNCTION: Under the direction of an instructor or the Coordinator of the Technology Career Institute, provide instructional and clerical assistance to students and the instructor; assist in the preparation of instructional materials and maintain classroom records.

REPRESENTATIVE DUTIES:
(E = essential job function)

1. Perform clerical and recordkeeping duties such as taking attendance, completing forms and applications, correcting papers and assignments, recording test scores and grades and preparing monthly reports. [E]
2. Tutor students individually or in groups, reinforcing or following up on instructions provided by the instructor; explain concepts, principles and vocabulary to students. [E]
3. Administer and/or assist in the testing of students and in the scoring of tests; assist in the enrollment and placement of students into classes; assist in monitoring and recording student progress. [E]
4. Set up and remove class/lab equipment. [E]
5. Demonstrate use of teaching aids and/or equipment to students; prepare instructional aids. [E]
6. Maintain inventories of instructional materials; check materials in and out to students.
7. Perform related duties as assigned.

KNOWLEDGE OF:

1. District organization, operations, policies and objectives.
2. Modern office practices, procedures and equipment.
3. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Basic knowledge of specific area to which assigned.
5. Basic math.
6. Recordkeeping techniques.
7. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Learn to interpret, apply and explain rules, regulations, policies and procedures, and apply them in a variety of procedural situations.
2. Understand and follow oral and written directions.
3. Operate a variety of office equipment, including computer and appropriate software.
4. Assist students in understanding and applying basic principles of the subject area to which assigned.
5. Tutor students individually and in small groups.
6. Speak English clearly and distinctly.
7. Make basic arithmetic calculations.
8. Communicate effectively both orally and in writing.
9. Establish and maintain cooperative and effective working relationships with others.
10. Maintain records and prepare reports.
11. Work as a member of a team.
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

MINIMUM QUALIFICATIONS:

To be eligible for this position, you must meet and provide evidence of the following minimum qualifications:

1. Education equivalent to high school graduation, AND
2. One year of general work experience. (NOTE: a "year" is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.)

DESIRABLE QUALIFICATIONS:

1. Three years of experience working on manual lathes, manual mills, and CNC machines;
2. Experience with electro-mechanical circuits and tools;
3. Experience working with automation systems;
4. Experience working with students from multiple generations.

APPLICATION PROCEDURE: **Apply and submit application materials through MiraCosta College's online application system at <https://jobs.miracosta.edu>.** Once you are in the system, we strongly advise you to read the FAQ (Frequently Asked Questions) and the information on "How to Apply" before starting the application process.

In order to be considered for this position, you must submit the following item:

Classified application which includes your complete employment history.

Note: Do not submit materials other than those requested above. The committee will not consider them.

The interview and selection committee will review application materials three to four weeks following the closing date. Applicants selected for interview will be contacted by phone; those not selected for interview will be notified by e-mail once interview candidates have been scheduled.

Offer of employment to the person selected for this position is contingent upon successful completion of a pre-placement physical exam at district expense; submission of a current tuberculosis test clearance; proof of eligibility to work in the United States; fingerprint clearance; and district approved driving record.

MiraCosta College is an Equal Opportunity Employer and is committed to providing an educational environment which affirms and supports diversity in its faculty, staff, and administration, and promoting an environment of inclusion.

If you are a person with a disability and require accommodation with the application and/or interview process, please contact the Human Resources office at least five days prior to the application deadline.

Retired STRS members are not eligible for this position.

PHYSICAL EFFORT: Primarily sedentary with intermittent standing, walking, bending or stooping; occasional light lifting, carrying, pulling and/or pushing of objects weighing 25 pounds or less; ability to travel and/or drive to a variety of locations on and off campus as needed to conduct district business; ability to work at computer for extended periods of time, including repetitive use of computer keyboard, mouse or other control devices.

EMOTIONAL EFFORT: Ability to develop and maintain effective working relationships involving appropriate interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to understand and follow verbal and/or written directions; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS: Primarily works in indoor instructional lab or classroom environments. Subject to frequent contacts and interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings, and/or weekends on an as-needed basis.

Mission Statement and Institutional Goals

The MiraCosta Community College District mission is to provide educational opportunities and student-support services to a diverse population of learners with a focus on their success. MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities that strengthen the economic, cultural, social, and educational well-being of the communities it serves.

- Goal I. MiraCosta Community College District will become a vanguard educational institution committed to innovation and researched best practices, broad access to higher education, and environmental sustainability.
- Goal II. MiraCosta Community College District will become the institution where each student has a high probability of achieving academic success.
- Goal III. MiraCosta Community College District will institutionalize effective planning processes through the systematic use of data to make decisions.
- Goal IV. MiraCosta Community College District will demonstrate high standards of stewardship and fiscal prudence.
- Goal V. MiraCosta Community College District will be a conscientious community partner.

The District, Staff, and Students

The MiraCosta Community College District is one of California's 112 public community colleges. The district includes the communities of Oceanside, Carlsbad, Encinitas, Cardiff, Olivenhain, Leucadia, Solana Beach, Rancho Santa Fe, Del Mar, and parts of Carmel Valley. The single college district is governed by a seven-member Board of Trustees who are elected at large from each of the district's seven communities.

MiraCosta offers associate degrees, university-transfer courses, career-and-technical education, certificate programs, basic-skills education, and lifelong-learning opportunities.

The college's fee-based Community Education program provides a wide variety of classes, workshops, and excursions. Tuition-free, noncredit classes also present a variety of learning opportunities at the Community Learning Center and throughout the community.

MiraCosta College partners with the North San Diego Small Business Development Center, which provides service to all of North San Diego and Imperial Counties.

MiraCosta College employs 172 full-time faculty, 261 regular classified staff, and 14 academic administrators. An additional 500 associate faculty teach in the credit and noncredit programs, and about 150 educators or contract staff provide community service activities. MiraCosta students are diverse, including representation from all of California's major racial/ethnic groups and ages. Diversity is also evidenced by student-veterans, re-entry students, individuals with disabilities, and international students. The district boasts a long history of commitment to collegiality, civility, and mutual respect.

The Sites

The district consists of three campus sites, and robust online education offerings. The Oceanside Campus, serving about 14,500 credit students, has been located since 1964 on a panoramic, 121-acre hilltop site with views of the ocean and mountains.

The San Elijo Campus is located in Cardiff, 17 miles south of Oceanside, on 48 acres below the bluffs overlooking the San Elijo Lagoon Reserve. The San Elijo Campus opened in September 1988, and now attracts about 3,000 credit students.

The Community Learning Center in downtown Oceanside hosts about 3,000 students in the college's noncredit classes, including English as a Second Language, the Adult High School Diploma Program, and other tuition-free, noncredit classes as well as some college credit classes.

MiraCosta College began offering online courses in 1995. The district typically offers approximately 200 fully online class sections each semester, with another 100 sections offered partially online, serving about 6,000 students.

Accreditation

MiraCosta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education and approved by the California State Department of Education Office of Private Post-Secondary Education for training veterans and other eligible persons under the provisions of the GI Bill. The University of California, California State Universities, and private universities of high rank give credit for transfer courses completed at MiraCosta College.

MiraCosta College is approved by the following: Association of Surgical Technologists, California Board of Registered Nursing, California State Colleges and Universities, California State Department of Education, Commission on Peace Officer Standards and Training, National Certification Board for Therapeutic Massage and Bodywork, State Board of Vocational Nurse and Psychiatric Technician Examiners, University of California.

The Area

Situated between San Diego and Los Angeles, MiraCosta College benefits from multicultural influences and cultural opportunities. Interstate 5, Amtrak, and Carlsbad regional airport provide easy access to either metropolis and to Mexico. The district, which extends 25 miles along the Pacific Ocean from Camp Pendleton Marine Corps Base to the city of San Diego, attracts diverse ethnic and socioeconomic populations who live in urban and suburban communities. The intellectual environment is enhanced by the college's proximity to the University of California San Diego, California State University San Marcos, and other institutions of higher education. Along with numerous theaters, galleries, and museums, residents enjoy a moderate, year-round climate, which provides many opportunities for outdoor activities.

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As per the Clery Act of 1998, the campus security report can be found at http://www.miracosta.edu/studentservices/police/downloads/safety_report.pdf

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