

JOB OPPORTUNITY: Contra Costa College College for Kids Instructional Aide I and II

Positions will be filled on an ongoing basis

Work Hours:	July 5 – July 28: Monday - Thursday Shifts will be scheduled between 7am – 5pm, depending on availability. Mandatory one hour orientation dates TBA
Salary Range:	Level I: \$9.30 per hour Level II: \$10.27 per hour

EXAMPLES OF DUTIES

- Assumes responsibility for the supervision of a group of College for Kids student participants while participants are on campus including while in classes as well as during lunch time and breaks.
- Works in one or more classes to organize students on the quad, lead them to class, take attendance, and assist an instructor or instructors in selected activity sessions within the College for Kids program.
- Assists students with specific assignments and activities relating to the College for Kids programs.
- Explains work assignments and provides individual attention to student participants as necessary.
- Interprets program objectives and procedures for student participants.
- Instructs student participants in the proper care and operation of classroom equipment.
- Assists instructors by proofreading, correcting, and evaluating assignments.
- May perform a variety of general clerical duties including taking attendance and typing, duplicating, and assembling materials.

MINIMUM QUALIFICATIONS

Knowledge of: Principles of the subject matter of the College for Kids program area to which assigned, English usage, vocabulary, grammar, and spelling. Office methods, supplies, and equipment.

Skill to: Understand and carry out oral and written directions; supervise a group of students; Speak and write effectively; establish and maintain cooperative working relationships with instructional staff and students; Ability to follow written and oral directions; perform a variety of general clerical tasks.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

College for Kids Instructional Aide I: Work experience preferred.

College for Kids Instructional Aide II: Minimum of one year of work experience involving extensive educational or instructional contact with students or the College for Kids Program in area of assignment.

Training: Equivalent to completion of the tenth grade with course work and demonstrated strength in College for Kids program area of assignment.

HOW TO APPLY:

Send a resume to collegeforkids@contracosta.edu or drop off your resume in Student Services Center-111.