



LAKE TAHOE COMMUNITY COLLEGE DISTRICT

JOB ANNOUNCEMENT

POSITION: Part-time, temporary
Part-time, temporary

INSTRUCTIONAL AIDE (I-III) TUTOR (I-IV)

APPLICATION PROCEDURE: Bring the following application materials to Human Resources:

1. Completed District Application
2. Completed Supplemental Application
3. Applicant Information Card (optional)

APPLICATION DEADLINE: None -- applications are being accepted on an on-going basis to fill vacancies that occur during the school year.

GENERAL DESCRIPTION: Applications are being accepted to form applicant pools for the above positions. As openings become available applicants will be selected from these pools to fill the positions. Hours of work are determined by student and instructor need, but do not exceed 28 hours per week. Fringe benefits are not applicable. These positions are part-time, temporary and non-classified. Job descriptions are attached.

SUBJECT AREAS: Accounting, Anthropology, Art, Biology, Business, Chemistry, Computer Studies, Culinary Arts, Dance, English, English as Second Language, Foreign Language, Health, Math, Physical Education, Physiology, Physics, Psychology, Wilderness Studies, Learning Disabilities.

SALARIES: Wages are paid once per month on the 10th of the month following the month worked.

Tutor (I-IV)	\$10.00 - \$13.20 per hour
Instructional Aide (I-III)	\$11.32 - \$13.20 per hour

ADDITIONAL INFORMATION:

Human Resources
Lake Tahoe Community College
One College Drive, South Lake Tahoe, CA 96150
(530) 541-4660 ext. 226 FAX: (530) 541-7852
WEBSITE: www.ltcc.edu

LAKE TAHOE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

SPECIAL ACCOMMODATIONS

If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please call Human Resources at 541-4660 ext. 226.

Note: All persons hired by Lake Tahoe Community College District are required to prove employment eligibility in compliance with the Immigration Reform and Control Act of 1986. Those hired as Instructional Aides must have fingerprints on file with the Department of Justice and a current tuberculosis clearance.

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

TUTOR (I – IV)

DEFINITION:

Under direction of the appropriate supervisor, provides specialized tutorial services to students in a particular subject area. Generally assists one or a small number of students.

EXAMPLES OF DUTIES:

Assists students on an individual basis both online and face-to-face in a special subject area or particular course; follows outlined tutoring plan; may attend training sessions; informs instructor about questions asked by students and confers on difficult areas needing review; scores tests in accordance with specific instructions; demonstrates use of equipment when applicable; becomes familiar with course texts and standards; reviews course syllabus with student. Higher level tutors may act as lead and mentor less experienced tutors, answer more difficult questions and/or perform lab coordination duties.

EMPLOYMENT STANDARDS:

This position requires specialized knowledge in the appropriate subject area. Level of hire is dependent upon relevant education and experience, tutor trainings attended, and recommendation of Program Director. New hires are typically hired at level I, **\$10.00** per hour.

INSTRUCTION AIDE (I – III)

DEFINITION:

Under direction of the appropriate supervisor, provides para-professional assistance to student and instructors in the classroom or instructional setting.

EXAMPLES OF DUTIES:

Assists instructor in classroom or instructional setting or with related projects; answers questions of students; assists students in locating lab materials; checks student attendance; informs instructor about questions asked by the students and confers on difficult areas needing review; scores tests in accordance with specific instructions; demonstrates use of equipment; cleans equipment and reorganizes materials as necessary; checks students' files and maintains records; readies lab materials; may supervise the lab environment and tutor students in accordance to established guidelines.

EMPLOYMENT STANDARDS:

This position requires specialized knowledge in the appropriate subject area(s). Level of hire is dependent upon relevant education and experience, trainings attended, and recommendation of Program Director. New hires are typically hired at level I, **\$11.32** per hour. Those hired as Instructional Aides must have fingerprints on file with the Department of Justice and a current tuberculosis clearance.

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

TUTOR (I-1V) ~ INSTRUCTIONAL AIDE (I-III)
SUPPLEMENTAL APPLICATION

STUDENT NAME : _____

SUBJECT AREAS: Accounting, Anthropology, Art, Biology, Business, Chemistry, Computer Studies, Culinary Arts, Dance, English, English as Second Language, Foreign Language, Health, Math, Physical Education, Physics, Physiology, Psychology, Wilderness Studies, Learning Disabilities.

PLEASE LIST THE SUBJECT AREAS YOU ARE INTERESTED IN:

_____	_____
_____	_____
_____	_____
_____	_____

PLEASE LIST DAYS AND HOURS YOU ARE AVAILABLE FOR WORK:

_____	_____
_____	_____
_____	_____
_____	_____

Faculty member recommendation: _____

Student Signature

Date

LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT

1. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

2. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

3. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

4. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do ***not*** wish us to contact _____

MILITARY SERVICE RECORD

Were you in the Armed Forces? _____ If yes, what Branch? _____ Rank _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

Signature of Applicant

<p>AN EQUAL OPPORTUNITY EMPLOYER</p>

Lake Tahoe Community College Demographic Survey (Confidential)

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:		Position Applied For:	
Date:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes <i>If yes, please call Human Resources at (530) 541-4660, ext. 226.</i>		*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.	
Heritage:	<input type="checkbox"/> Asian excluding Filipino: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Filipino: All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> Hispanic (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Native American: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> Pacific Islander: All persons having origins in Guamanian, Hawaiian, Somoan or other Pacific Islander group. <input type="checkbox"/> White/Caucasian (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> Other foreign national (please specify): <input type="checkbox"/> Decline to state		
Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident		

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication: Tahoe Tribune; Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150