

Lake Tahoe Community College District
Part-Time, Hourly Employee Salary Schedule
Effective July 1, 2023 – June 30, 2024

Hourly employees assist the office, department or classroom on a temporary basis.

Level of Duties	Description
Level I	Provides basic help for basic tasks and duties under supervision. No prior work experience needed.
Level II	Provides basic help for basic tasks and duties under supervision. Minimal work experience may be needed as well as duties that include responsibility for more complex functions and tasks with minimal direct supervision.
Level III	May require some specialized knowledge. Duties may include a variety of tasks pertaining to more critical-thinking skills. Must be capable of using some independent judgment and be able to serve as a lead to others who are less skilled.
Level IV	Considerable experience required. Should have specialized knowledge or training for specific functions. Requires independent judgment and communication skills as well as knowledge of relevant district policies. Must have ability to work independently.
Level V	Considerable experience required. Must have specialized, highly specific knowledge or training for specific functions as well as independent judgment and problem solving skills. Has the ability to handle complex tasks and provide guidance, sometimes in a potentially sensitive atmosphere. Must have the ability to fully understand and apply relevant district or legal policies.
Level VI	Extensive experience required. Must have specialized, highly specific, and advanced knowledge or training for specific functions as well as the ability to apply independent judgment and problem solving skills. Handle complex tasks and make decisions at an advanced level. Must have detailed knowledge and the ability to fully understand and apply relevant district or legal policies.

Title	Rate A	Rate B	Rate C	Rate D
Level I	\$17.00	\$17.51	\$18.04	\$18.58
Level II	\$18.02	\$18.56	\$19.12	\$19.69
Level III	\$19.10	\$19.67	\$20.26	\$20.87
Level IV	\$20.25	\$20.85	\$21.48	\$22.12
Level V	\$21.46	\$22.11	\$22.77	\$23.45
Level VI	\$22.75	\$23.43	\$24.14	\$24.86

Employees must have completed the equivalent of one (1) year or 320 hours of satisfactory work before being considered for rate advancement.

Artist Model Series

Duties to include the:

- Ability to hold a pose for up to 20 minutes, and
- Ability to hold athletic poses for 1 to 2 minutes
- Typically categorized as **Level I**.
- Artist Model Nude Series is typically categorized as **Level VI** due to the more sensitive and vulnerable working conditions.

Tutor Series

Duties may include:

- Tutor students in accordance with established guidelines.
- Assist individual or small groups of students in an instructional setting.
- Respond to questions concerning assigned subject matter, equipment usage, and related issues.
- Become familiar with course texts, assignments, and syllabi.
- Other tasks as assigned.
- Typically categorized as **Level I**.

Higher level tutors may act as lead, mentor less-experienced tutors, and answer more difficult questions.

- **Level II** tutors have an Associate degree in the subject area for which they are tutoring, and/or some experience in a tutoring-related field.
- **Level III** tutors have more advanced degrees in the subject area for which they are tutoring and/or substantial experience in a tutoring-related field.

An Embedded Tutor works closely with an instructor of a specific course to help students understand course concepts and enhance student engagement. Duties may include:

- Attend and participate in class.
- Facilitate small group exercises and provide individual and group tutoring outside of class.
- Typically categorized as **Level III**.

Student Ambassador / Promise Navigator / Mentor Series

Student Ambassador Duties may include:

- Provide campus tours to new students through Orientation and Assessment and to prospective students. Be a resource to all students; providing students a welcoming environment by offering registration assistance, referrals and information. Actively engaging students/community through a variety of outreach activities. Assisting students with Passport related questions.
- Successful completion of at least twelve (12) credits at LTCC.
- Typically categorized as **Level I**.

Promise Navigator, Mentor, and higher level Student Ambassadors (NMAs) Duties may include:

- Are typically in their second year at LTCC.
- Act as lead and onboard and/or train less-experienced Promise Navigators, Mentors, and Student Ambassadors and answer more difficult questions.
- Positively impact LTCC students and assist in retention and completion efforts.
- Have an additional responsibility outside of normal duties such as Lisa Maloff University Center assignments, participate in out-reach and in-reach activities at feeder high schools, provide student leadership and new learning opportunities, host events for students to build a sense of belonging in the community, participate in ongoing professional development opportunities, overseeing & collecting outreach data, and updating the LTCC website.
- Typically categorized as **Level II**

Promise Navigator, Mentor, and higher-level Student Ambassadors may have obtained a certificate from a course or certificate from a related student leadership experience course approved by the Lake Tahoe Promise Program, Equity Office, or Office of Student Life are typically categorized as a **Level III**.

CDC Teacher's Aide Series

Duties may include:

- Assist in the incorporation of good health and safety standards of the children.
- Assist children in learning self-help skills; providing for the physical care of the children, including but not limited to changing, diapering, feeding, and comforting as needed.
- Assist in preparation of snacks and meals, as needed; helping to maintain an orderly environment.
- Inform the supervisor when materials and nutrition supplies are needed.
- Attend and participate in staff and parent meetings and events.
- Assist in the maintenance of records and reports.
- Assist the children if an emergency occurs and be part of the emergency readiness team.
- Typically categorized as **Level I**.

Instructional Aide Series

Assists with instructional support which may include:

- Assisting instructor in classroom or instructional setting or with related projects; answering student questions; assisting students in locating lab materials; checking student attendance; informing instructor about questions asked by the students and confers on difficult areas needing review; scoring tests in accordance with specific instructions; demonstrating use of equipment; cleaning equipment and reorganizing materials as necessary; checking students' files and maintaining records; readying lab materials; may supervise the lab environment and tutor students in accordance to established guidelines; usually uncertified with and assists in low risk settings.
- Typically categorized as **Level II**

Higher level instructional aides may act as lead, answer more difficult questions, and/or perform lab coordination duties.

- **Level III** instructional aids with technical skills specifically related to low-risk field or lab environments.

ISSI Worker Series

Duties may include:

- Provide assistance to ISSI students and be a resource for ISSI students. Provide assistance with the ISSI Daily Student Schedule, offer registration assistance, provide referrals for further assistance and provide general customer service. Provide information to students for ease of navigating ISSI.
- Assist Directors and program aide in all clerical areas.
- Assist instructors with attendance, materials, equipment, assist in classroom environments, and Cultural Breakout sessions.
- Assist with set-up of ISSI components.
- Perform basic clerical tasks, data collection, organization of materials, and assist with post ISSI inventory and sorting of materials.
- Assist with AV media and custodial/maintenance tasks.
- Typically categorized as **Level I**.
- Higher Level ISSI workers **Level II** ISSI Workers have three years of experience at ISSI or an equivalent event, and/or experience in event set-up, customer service and/or a degree in higher education. They are distinguished from Level I workers as they may act as lead worker, train less-experienced ISSI workers, and/or answer more difficult questions.
- **Level III** ISSI workers have five years of experience at ISSI or an equivalent event and/or have had related leadership or responsibility experiences outside of ISSI in an event setting or educational setting, and/or an advanced degree in higher education. They are distinguished from the Level II by their responsibility for various set-up and/or coordination of activities with little or no supervision.

Office Clerk Series

Assists with office and/or division support which may include general office tasks, customer service, computer assistance, cashiering, stocking supplies, and other duties. Typically categorized as **Level I or II**.

Program Aide Series

Assists with program and/or project support which may include providing logistical, technical, and clerical support within the operations, implementation, and outreach of assignment. Typically categorized as **Level III or IV**.

Professional Series

Professional Series titles are used for employees who are experienced professionals in their respective fields, having duties not similar to Classified employees. Highly experienced professionals with consummate, specialized skills, professional certification or licenses, Bachelors, or Master degree preferred. A skilled professional, in general, has the minimum qualifications to perform the professional duties assigned to the position. A highly skilled professional, in general, has at least two years of professional experience performing the duties assigned to the position.

Title	Rate 1 (skilled)	Rate 2 (highly skilled)
Conversation Aide (ISSI)	\$25.50	\$30.60
Driver*	\$25.50	\$30.60
FKCE Coach	\$25.50	--
Performance Production	\$25.50	\$30.60
Forestry, Fire, & Public Safety Aide	\$25.50	\$30.60
WEOL Aide	\$25.50	\$30.60
Professional**	Board Approved Rate/Lump Sum	

*Driver professionals who have 30 driving days for Lake Tahoe Community College District will receive a 10% increase in their hourly rate.

**The Superintendent/President or designee must recommend all board approved professional rates or lump sums.

Part-time, hourly employees fall under education code section 88003 and are defined as short-term employees which are those who are employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee and shall not extend beyond seventy-five percent (75%) of a school year (based on the number of days worked).