



TAFTCOLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Classified Employment Opportunity

Application Deadline: Monday, November 13, 2017 @ 4:00 p.m.

Tutor ~ (Primary assignment will be in the Writing Lab)

Classified Salary Schedule Range 11 ~ \$15.67 - \$20.00 per hour in six steps.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

DEFINITION

Under general supervision, provides tutoring services and learning assistance in variety of subject matter as assigned; works in conjunction with the involved faculty of discipline; performs related duties as assigned.

REPRESENTATIVE DUTIES

Please refer to the Taft College website to view the complete position job description.

The following duties are typical of those performed by employees in the classification, however, employee may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Tutor students needing assistance in assigned subject matter using the tutoring cycle and adult learning theory.

Assist students in improving their study skills to better understand content and concepts.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on our website under Jobs and EdJoin.

Website:

www.taftcollege.edu

www.edjoin.org

Human Resources Department

Hours:

Monday - Friday

8:00 a.m. - 4:30 p.m.

REPRESENTATIVE DUTIES, continued

Assist students in improving their study skills to better understand content and concepts.

Help students increase their self-awareness and develop student and learning strategies.

Help students expand their critical thinking and problem solving skills.

Assist students in taking an active role towards their academic success.

Assist students with assigned subject matter questions in open lab settings.

Maintain appointments with students.

Keep records of each student's progress and lab usage.

Maintain tutoring time on the student's records and maintain related records.

Meet and communicate with instructors and visit classes.

Follow and apply established lab and tutoring policy and procedures.

Attend meetings, workshops and training as assigned.

Assist with training for student tutors.

Perform tutoring using online tutoring resources such as Cranium Café and/or Zoom.

Perform other related duties as requested or assigned.

MINIMUM QUALIFICATIONS

Education: Associate degree or equivalent. Successful completion of coursework required for the tutoring assignment.

Experience: Experience teaching, tutoring or as an instructional aide. Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students; and of staff and students with physical and learning disabilities.

DESIRABLE QUALIFICATIONS

Experience with or training in AVID Socratic tutoring.

Experience in tutoring or teaching adults in the areas of Math, Chemistry, Biology, other sciences, English and writing.

Bilingual: Spanish/English.

PHYSICAL REQUIREMENTS

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person, computer or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Ability to lift and carry 25 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

PAY RANGE

Range 11 on the Classified Employees Salary Schedule/Non-Exempt.

SUPERVISION

Direct supervision is received from the Pre-Collegiate Success Coordinator. Work direction may be given to student workers. No supervision is exercised. May take or give work direction on projects as assigned.

HOURS & TERMS OF EMPLOYMENT

Work is generally performed indoors. Assignments are typically 19 hours per week, 9 months per year. May require evening, extra hours, holiday or weekend hours throughout the year.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. A current CA driver license is required. Taft College reserves the right to modify or rescind this job announcement at any time.

APPLICATION PROCEDURE

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District classified application or online Edjoin application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. A copy of transcripts (unofficial are acceptable).

Application forms may be obtained from www.taftcollege.edu.

Send all application materials to:

Taft College
Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Classified online application submission: www.edjoin.org

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

APPLICATION DEADLINE

Application materials must be in the Human Resources Department no later than 4:00 p.m. on Monday, November 13, 2017. It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.