



Now Accepting Applications for the Classified position of:
Tutor (Primary Assignment in Writing Lab)



OUR MISSION

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 learning environment defined by applied knowledge leading to students' achievement of their educational goals.

OUR VALUES

1. **Students** and their success.
2. A **learning** community with teaching excellence.
3. An environment conducive to **learning**, fairness, dialogue, and continuous improvement.
4. A communicative, collaborative, collegial, and **respectful culture**.
5. A **partnership** of students, faculty, support services, and community.
6. Innovation, **diversity**, creativity, and critical thinking.
7. Academic, financial, personal, and professional **integrity**.
8. Employees and their **professional development**.
9. A **transparent**, accessible, participative governance structure.

ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

Taft is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

Taft College offers 46 Associate Degrees, 12 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 23 Certificates of Achievement and 21 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



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ABOUT US

Taft Junior College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956 a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

POSITION DESCRIPTION

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.



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Position Description

The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.

- 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. 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.



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QUALIFICATIONS

MINIMUM QUALIFICATIONS

- Education: Associate degree or equivalent obtained prior to start date.
- 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.

DESIRED 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.

COMPENSATION

The salary range for the position is a Grade 11 with a range of \$16.09 to \$20.54 per hour. This is a 19 hour per week, part-time, 9-month position.

EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



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APPLICATION PROCESS

Applications will be accepted until December 21, 2018.

REQUIRED MATERIALS FOR APPLICATION:

1. Completed Classified Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current Resume
4. Complete transcripts of all college/university coursework (unofficial is acceptable).

SUBMIT APPLICATION MATERIALS TO:

- Email: tcjobs@taftcollege.edu
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

FOR MORE INFORMATION:

- Please visit: http://www.taftcollege.edu/human-resources/job_opportunities/
- Call: 661-763-7900
- Email- tcjobs@taftcollege.edu



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