

EMPLOYMENT OPPORTUNITY

**PERSONS EMPLOYED IN TEMPORARY/HOURLY POSITIONS MAY NOT
WORK MORE THAN A TOTAL OF 160 DAYS PER FISCAL YEAR.**

**TECHNICAL/PARAPROFESSIONAL - #026
(Instructional Aide – Special Education)**

\$11.29/Hourly
(Salary Range H-3-3)

April 6, 2006
Coast Community Colleges
Open Until Filled
Continuous Opening

CONDITIONS OF EMPLOYMENT:

This is an open announcement to fill a temporary, part-time, "on-call" position as needed at various college and community sites and/or Fairview Developmental Center. The hours of work and effective date of employment will be arranged with the supervisor. Fringe benefits are **not** applicable.

DEFINITION:

Under supervision to assist in specialized instructional work of average difficulty; and to do related work as required.

TO ASSIST IN THE FOLLOWING COURSES:

Adult Fitness	Food Preparation
Applied Academics	Individual & Team Sports
Arts	Introduction to Computers
Consumer Skills	Music
Critical Thinking	Personal & Social Adjustment
Desktop Publishing	Reading and Writing

EXAMPLES OF DUTIES:

- a. Maintain various school records.
- b. Score objective type tests.
- c. Assist the instructor with the curriculum.
- d. Set up demonstrations and check the performance of the students.
- e. Store and secure instructional materials and equipment.
- f. Work in small group instructional situations or individually with students.
- g. Aid in the preparation of materials for class presentation.
- h. Assist in field trips and other special events.
- i. Maintain inventories, tools, and equipment.
- j. Perform other similar duties as may be assigned.

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MINIMUM QUALIFICATIONS:

Knowledge of:

1. Subject matter to be taught.
2. Tools and equipment to be used in the classroom situation.

Ability to:

3. Present classroom materials.
4. Effectively assist students from a wide variety of cultural backgrounds, including students for whom English is not their native language.
5. Understand and carry out oral and written communications.
6. Maintain accurate records.
7. Work cooperatively with others.

Education and Experience:

8. Experience which demonstrates skill to work in a special education program as an aide or similar position.
9. Or, any combination of education and experience that would provide the equivalent qualifications.

Physical Demands and Working Conditions:

10. Education and experience in Special Education to possess an understanding of the principles of a Special Education program.
11. Incumbent must be able to meet and perform the physical demands required in this capacity.

DESIRABLE QUALIFICATIONS:

12. Experience serving the needs of developmentally disabled adults.

APPLICATION PROCEDURES:

The completed application for this specific position must be submitted directly to the Coast Community College District, Office of Human Resources, 1370 Adams Avenue, Costa Mesa, CA 92626, Attention: Applicant Processing. Application forms may be obtained online at www.cccd.edu, or will be mailed upon request by calling (714) 438-4715. The District will consider only individuals who have submitted a complete application packet. Applications will be forwarded to the appropriate department for review and screening by the supervisor or appropriate administrator. Reasonable accommodations will be made for any physical or mental limitations of a handicapped person under provisions of the ADA.