

Foothill-De Anza Community College District

Position Description for Temporary Assignments

Accompanist

Piano accompanist for vocal classes.

Accounting Assistant I & II

Under general supervision, performs a variety of clerical duties including accounts payable processing, computer terminal data entry, recording cash receipts, and distributing and filing reports.

Administrative Support I

Under supervision performs a variety of administrative assignments which may involve organizing files, operating office equipment, maintaining records, answering phones, and/or operating computers; may maintain a variety of office database and spreadsheet applications.

Administrative Support II

Under limited supervision performs a variety of administrative assignments. Duties generally include support work as well as independent responsibility for coordinating office functions or programs. Assigned varied and more complex responsibilities which may require expertise in special skills area. Requires strong background in microcomputer and data base software.

Administrative Support III

Writes spreadsheet macros and tailors database programs to meet needs of department; requires experience with spreadsheet macros, database language and microcomputer hardware and software, performs complex administrative assignments with limited direction.

Administrative Support IV

Perform difficult and precise administrative work in support of an administrator's program and objectives. This position is distinguished from the Administrative Support III by the increased level of participation in management activities requiring a working knowledge of the organization and programs under the administrator's jurisdiction.

Assessment Assistant

Assessment Administrator

Provide for accurate assessment of student skills in Chemistry, English, English as a Second Language, and Mathematics. Manage assessment sessions and communicate instructions to attendees. Maintain security of assessment materials. Responsible for clarifying college policies and procedures to all segments of the campus community and general public.

Assistant I

Under direct supervision, performs in an assisting capacity in an instructional or student service/activities environment. Duties may include classroom aide, tutoring, test proctoring, registration, lab aide, student activities, etc.

Assistant II

Under supervision, performs in an assisting capacity providing instructional, technical, or specialized services to a designated or service. In an institutional setting the TE may assist student in clarification of assignment, locations of materials, orientation of procedures and equipment, and/or set up of laboratory/materials. In student services, the TE may support a variety of programs such as Flea Market, sports events, registration, club events, etc.

Assistant III

Perform advanced work in instructional or student service programs or activities which are characterized by the need for formal college training or significant knowledge of the subject matter.

Assistant IV or V - *Level of pay is based upon requirements of program and knowledge of subject matter.*

Assistant IV's may include program assistants, teacher assistants and assistant coaches. Under general supervision, works in of classroom or clinic settings; assists with day-to-day activities; handles equipment and assists with set-up of facilities and activities; supervises group activities as appropriate; provides individual attention as necessary; takes attendance and keeps records/statistics.

Campus Peace/Security, Officer

Responsible for the safety and security of college. Protects campus personnel, property and facilities against bodily harm, theft, vandalism, illegal entry accidents, and fire. Persons employed by Foothill campus must meet the requirements of the Peace Officer job description which requires P.O.S.T. training. Persons employed by De Anza must meet the requirements of the Supervisor, Student Officers job description.

Clerk I

Performs routine clerical tasks. Duties may include maintaining records, coding applications, assisting students, assisting in "Rush" activities, cashiering. Depending upon environment, may work in computerized environment.

Clerk II

In addition to Clerk I tasks, may train and oversee Clerk I's; researches and resolves basic problems. Depending upon environment, may need to work in computerized environment.

Clerk III

Works in a lead capacity scheduling work time, supervising assigned operations and training staff.

Clerk IV

Under general supervision, performs complex clerical tasks including the processing and entering of data.

Coordinator I, II, III, IV -*Level of pay is based upon requirements of program and knowledge of subject matter.*

Under direction of college administration, responsible to develop and implement summer programs or activities; interviews, hires, schedules and trains summer hires such as teachers, coaches, program supervisor, etc. Work involves high level of coordination, budget development, and program evaluation. Temporary employee prepares reports, studies, and analysis of program as required.

Custodian

Performs a variety of cleaning tasks related to the maintenance of campus or district facilities, including furniture arrangement. Maintains supplies, uses various pieces of equipment, replaces light bulbs and florescent tubs.

Driver

Operates bus or van to transport students. Requires valid California Driver's License for van. Requires Class B license for bus or van with more than 12 seats.

Educational Services Provides(*formerly known as Professional Expert*)

Participates in one-time workshops, one-time events, and one-time speaking engagements. Provides a classification under which honorariums are paid. Please contact Human Resources prior to assignment for verification of this category.

Food Service Specialist I & II

Under limited supervision, performs a variety of duties requiring the use of independent judgment within Food Services. Duties may include assuming responsibility for the breakfast grill and cashiering activities during peak hours. Employees require minimal supervision and have had experience in the work performed.

General Helper I

Entry level position that may be assigned a variety of low level duties such as equipment set-up, cashier activities, first aide, office aide, food services, etc. Employees are closely supervised and require minimal experience to perform the work.

General Helper II

Performs a variety of low level duties such as equipment set-up, cashier activities, first-aid, office aide, food services, etc. Employees require supervision and minimal experience to perform the work.

General Helper III

Performs a variety of low level duties such as equipment set-up, cashier activities first-aid, office aide. food services, etc. Employees require supervision and generally have had some experience in the work performed.

General Helper IV

Performs a variety of low level duties such as equipment set-up, cashier activities, first-aid, office aide, food service worker, cook, grill operator, etc. Employees require supervision and generally have had some experience in the work performed.

Grounds Gardener

Performs grounds keeping work including weeding, pruning plants, and trees. Operates a variety of equipment such as sweepers, lawn mowers, power clippers, etc.

Interpreter I

Translates for deaf students. Must be enrolled in or have graduated from an interpreter training program or have an equivalent of education and experience that demonstrates the abilities and skills to perform as an interpreter for the hearing impaired. Must have at least one year of college level classroom interpreter experience.

Interpreter II

In addition to Interpreter I tasks, performs translation of more complex or technical language. Must have at least two years of college level classroom interpreter experience.

Interpreter III

In addition to I and II tasks, must have an AA. in interpreting, and three years of college level classroom interpreter experience.

Interpreter IV

In addition to tasks above, must have an A.A. and five to seven years of experience.

Interpreter V - Full Certification

Transliteration and Interpretation, full certification. Minimum of Bachelors degree preferred.

Lifeguard/Swim Instructor I, II, III

Under direction supervises swimmers and divers utilizing pool and pool deck, reinforces rules and regulations, instructs children and adults in swim lessons. Pay rate usually depends upon experience. Lifesaving and CPR certificates required.

Maintenance Aide

Assist maintenance staff in performing preventative and remedial maintenance to district facilities and/or equipment. Learns to use tools in a skillful manner. Has ability to follow oral and written instructions. Reads, writes and communicates at a level required for successful performance on the job. May need to possess a valid California Drivers License.

Maintenance Worker I

Performs a variety of maintenance duties and assists in higher level journey work in areas such as painting, locksmith,

general maintenance, communications equipment, cable plants, etc. Ability to operate and monitor computer equipment if applicable. May need to possess a valid California Drivers License.

Maintenance Worker II

In addition to tasks of Maintenance Worker I, performs a variety of higher skilled journeyman level duties such as HVAC, carpentry, plumbing, and electrical, networks, application software. May need to possess a valid California Drivers License.

Management Support I

Performs advanced administrative work in support of a manager. Management Support positions focus on special projects and generally include areas such as accounting, budget, personnel, research and project design.

Management Support II

Supports management performs advanced administrative staff work involving extensive responsibility for administrative affairs or special projects for multiple and varied programs. Requires bachelors degree and 4 years of comparable experience.

Paramedic Laboratory Support I

Conducts laboratory training sessions, manages equipment, takes inventory of supplies, re-supplies, and fills out all appropriate paperwork. Has limited experience with the Paramedic laboratory support duties.

Paramedic Laboratory Support II

Conducts laboratory training sessions, manages equipment, takes inventory of supplies, re-supplies, and fills out all appropriate paperwork. Very similar Support I, except a Support II tends to be a returning graduate who is assisting with the current program and has more field and lab assisting experience.

Paramedic National Registry Examiner (Proctor)

Conducts national registry examination skill stations, manages equipment and fills out all appropriate paperwork.

Performing Arts Assistants I-VI

Temporary positions designated for assistants hired from the San Jose Center for the Performing Arts to work at Flint Center.

Planetarium Technician Assistant

Assists in scheduling and presenting Planetarium shows; assists with minor maintenance of equipment.

POSITION DESCRIPTIONS FOR TEMPORARY EMPLOYEES (TE'S) (cont.)

Police Dispatcher

Assists in parking enforcement and other security functions as appropriate.

Reader

Evaluates final exams for ESL, Reading, and Writing at the quarterly completion of the Readiness Lab Program. Readers must have appropriate knowledge and experience teaching and evaluating student work at several levels, must be experienced with the curricula and the departmental expectations of competencies required to succeed in the next level of classes, and must be able to follow training guidelines and read efficiently and accurately.

Referee

Officiates intramural and/or other sports games for tournaments, leagues, etc.

Short Course (Teacher) Instructor

Under the direction of the Division Deans, and per contractual agreements between Community Services and Business and Industry's customers, instructs and sets up activities, develops curriculum or activities within focus of programs. Independently prepares lesson plans and class/program materials, records of attendance and other related duties.

Specialist I, II *level of pay is based upon requirements of program and knowledge of subject matter.*

Specialist may include lead teachers and clinic head coaches. Under supervision of a Coordinator, acts as on site

supervisor for program/activities; supervises and instructs children/student/athletes; develops curriculum or activities within focus of program; prepares lesson plans and class/program materials; coordinates publicity, promotion, registration and personnel.

Teacher/Instructor I, II, III - non credit - *level of pay is based upon requirements of programs and knowledge of subject matter.*

Under supervision, instructs and sets up activities for children/students/athletes, develops curriculum or activities within focus of program, independently prepares lesson plans and class/program materials, supervises assistants or aides, keeps records of daily attendance.

Technical Support I

Performs technical work in computer operations, maintenance and/or repair of a variety of electronic devices

Technical Support II

Performs skilled technical work in computer operations, maintenance and/or repair of a variety of technical equipment. Assigns and delegates authority as necessary for proper technical operations. State of the an electronic theory and practices necessary.

Technical Support III & IV

Performs advanced work in identifying, analyzing programming requests; provides solutions for a variety of complex problems, tests system, troubleshoots problems; or, directs, coordinates, designs, repairs and maintains technical equipment (i.e. television engineer).

Technical Specialist, Senior

Analyzes, designs, implements network services, data bases, high speed networks, or special projects applications; establishes protocols; determines standards; determines needs, requirements, and writes technical RFP. An expert in the technology field.

Test Proctor I & Senior

Performs a variety of specialized duties in order to prepare for and administer tests. Must be able to communicate effectively both orally and in writing.

Theater Assistant I

Assists in set-up, operation, and take down of lighting, audio/video, scenery, and other related equipment in the theater. This is an entry level position and will always be supervised.

Theater Assistant II

In addition to Theater Assistant I duties, must be able to work without direct supervision. Requires experience in rigging and theater production.

Theater Technician

Prepares stage for theater production. Sets up and monitors studio and lighting and assists with other aspects of production.