

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Classified Hourly Position

Readiness Teaching Assistant I

Job #07-056CH

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Readiness Teaching Assistant I, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Facilitate small group and individual instruction in writing, reading, or ESL, within at least one program in the Student Success Center. Provide students with feedback on their progress. Participate in training sessions conducted by the lead teacher. Help update course materials. Analyze student work. Help coordinate, monitor and provide individual tutoring.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. BA degree.
3. One year experience assisting with course materials, group facilitation or tutoring, and record keeping.

PREFERRED QUALIFICATIONS:

1. Knowledge of record-keeping techniques.
2. Knowledge of group facilitation and individual learning techniques and practices.
3. Ability to plan and organize work.
4. Ability to follow course guidelines established by the lead teacher.
5. Ability to establish and maintain cooperative and effective working relationships with others.
6. Ability to effectively use interpersonal skills with tact, patience and courtesy.
7. Ability to communicate effectively both orally and in writing.

APPLICATION MATERIALS:

1. A completed on-line application form located at www.fhdajobs.net. **Only electronic applications accepted.**
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position of Readiness Teaching Assistant I.
3. A current resume of all work experience, formal education and training.

4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Pay rate: \$17.13/hour, 6-35

Position: Academic days only, up to 16 hours per week: Times and days to be determined based on enrollment and employee interests and availability. Schedule and number of hours will vary from quarter to quarter.

Starting date: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>