Long Beach Community College District

Job Title: INSTRUCTIONAL AIDE, FOSTER & KINSHIP CARE EDUCATION PROGRAM

SUMMARY
Under the direction of the Program Manager, provide instructional and clerical assistance in the Foster & Kinship Care Education Program (FKCE), Independent Living Program (ILP), Early Step to Emancipation Program (ESTEP), Partnering for Safety and Permanency-Model Approaches to Partnership in Parenting Program (PS-MAPP), Kinship Education Preparation Support Program (KEPS); assist participants and instructors in the proper use of equipment and materials. Purchase and transport supplies for workshops and activities; greet and provide program information to Foster Care providers and professionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Assist in the operation and maintenance of the FKCE, ILP, ESTEP, PS-MAPP and KEPS programs; provide assistance to individuals or groups of participants according to instructions.

Assist participants with registration material required for enrollment in the FKCE, ILP, ESTEP, PS-MAPP and KEPS programs; administer surveys workshop evaluations etc., to program participants.

Prepare instructional materials and equipment for presenters and participants use as requested and according to approved procedures.

Purchase, transport and store supplies, prepare for workshops and activities related to the FKCE, ILP, ESTEP, PS-MAPP and KEPS Programs.

Maintain classrooms in a safe, sanitary and orderly condition; order equipment and materials; notify appropriate personnel of needed equipment repair and replacement.

Maintain a variety of records and files related to FKCE, ILP, ESTEP, PS-MAPP, and KEPS activities including program folders and files; answer phones, respond to questions, and perform a variety of other clerical duties.

Maintain the FKCE calendar for print, proofread, verify dates and collaborate with the District’s graphic department.

Coordinate and maintain contact with District’s administrative clerical staff to schedule classrooms for workshops; follow-up with required paperwork to acquire permits.

Work in collaboration with student interns.

Operate a variety of equipment including computer terminals, printers, audio and videocassette players, copier and food service equipment, i.e., microwave, oven and coffee pot.

Perform related duties as assigned.
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QUALIFICATIONS  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Computer software such as MS Word and MS Outlook.
Email functions, facsimile transmission and media, such as television, VCR, and overhead projectors.
Basic food handling and quality control.
Community resources.
Basic instructional techniques and procedures.
General office practices, procedures and equipment.
Proper methods of storing equipment, materials and supplies.
Sanitation and safety practices.
Telephone etiquette.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Provide instructional reinforcement to individuals and groups of students.
Provide information and assistance to students and staff.
Learn and demonstrate operation and maintenance of equipment and materials.
Assure the care and security of assigned equipment, materials, participant records and supplies.
Perform clerical duties such as filing, duplicating and maintaining records.
Plan and organize work.
Understand and follow oral and written directions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Work cooperatively with others in a flexible environment.
Work with a diverse population.
Multi-task and meet deadlines
Lift up to 50 pounds.

EDUCATION AND EXPERIENCE
Any combination equivalent to: graduation from high school and some related instructional assistance experience. Foster care community knowledge is desirable; bilingual in Khmer or Spanish is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid California drivers license and a driving record acceptable to the District for insurance purposes.
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LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

MATHEMATICAL SKILLS
Ability to effectively comparison shop and maximize dollar value. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: November 3, 2003
Revised: September 11, 2006