| **Date** | **Position #** | **Position Title**  | **Reports To:** |
| --- | --- | --- | --- |
| 6/20/2024 | PLEXTC | PT Lab Instructor, Job Training Center | FA9831 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Community Education and Workforce Development | Job Training Center | Pay Based on PT Lab Instructor Schedule | 25-9000 | 6 - Part Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** MAHE | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [ ]  | **Part-Time:** [x] \_\_\_25 Hrs/Week | **Pooled Position:** [x]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
| --- |
| The Job Training Center PT- Instructional Lab Faculty will provide in-person and online instructional support to customers and participants of Job Training Center (JTC) programs, as assigned each semester. This position will work with underserved populations (at-risk youth, underemployed, dislocated workers, jail inmates, ex-offenders, refugees, etc.) and reasonably assist them in the completion of Job Training Center coursework. The successful candidate must demonstrate a commitment to the diversity of a multi-cultural population, as well as work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy.This position and job functions may be performed various LCC locations, including Job Training Center partner facilities.  |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| N/A |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 80 | 1 | Work as part of a team of Lab Instructors, who function as the principal source of instruction in a laboratory settings, including tasks such as;* Provide onsite assistance to participants registered in JTC programs, with basic computer skills, comprehension of assignments, and hands on learning of material, as appropriate.
* Aid JTC participants with basic technical and career skills understanding.
* Encourage motivation to learn through planning, enthusiasm for the subject matter, appropriate climate for learning within the lab setting, while providing and understanding of individual differences and learning styles.
* Offer one-on-one tutoring to those that desire additional assistance with course material.
 |
| 15 | 2 | Record and communicate student progress to other lab instructors and JTC administrators regarding student progress and participation. This may include tasks such as;* Scoring coursework based on pre-determined answer keys
* Provide onsite assistance to participants with comprehension of assignments, and hands on learning, where appropriate.
* Aid JTC participants with basic technical and career skills understanding.
* Upload completed work to Brightspace for tracking purposes
* Other tasks as assigned, related to recording, tracking, and communicating student advancement.
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| 5 | 3 | Attend Job Training Center and program meetings, as necessary. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| KNOWLEDGE: Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job• Proficiency with teaching technology (computer use in the laboratory, web-based instructional programs and other multimedia, as needed)• Knowledge of college and divisional policies, procedures, and processes• Knowledge of college-wide technology systems• Ability to use effectively Microsoft Office and other college management systems• Understanding of curriculum development and improvementCOMMUNICATION/INFLUENCE: Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”.• Ability to work effectively with a diverse population of students and colleagues.• Ability to supervise student work: for example, ensuring students are informed of assignments that must be completed on a daily basis • Ability to effectively instruct in a laboratory setting in which students have varying skill levels and work at different paces• Ability to adapt a variety of teaching methods with learners of various ages, skill levels and learning stylesLEADERSHIP: Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.• Model concepts of customer service• Maintain ethical and professional behaviorOTHER: Other applicable skills and abilities not mentioned above. |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required**• Bachelor’s Degree in a major relevant to the responsibilities or equivalent combination of education and/or work experience, including licenses, industry certification and/or tested experience in areas relevant.• Demonstrated experience in career development.**Preferred*** Three years of instructional teaching and/or corporate training experience.

• Prior work experience in a secure facility.• Experience using educational technology or other technology relevant to the discipline.* Microsoft Office Specialist Certification
* Proven ability to support divisional and college-wide strategic plans and implementations.
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Lee Gardner **Supervisor’s Signature:** Lee Gardner **Date:**  6/13/24\_

**Dean/ELT’s Name:** Bo Garcia **Dean/ELT’s Signature:** \_\_\_\_\_\_\_ **Date:** \_6/13/24\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_ **Date:** \_\_6/20/2024\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #: PLEXTC** **Date:** **6/20/2024 Supervisor’s Position #: FA9831**

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[ ]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[ ]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[ ]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[x]  Kneeling

[x]  Reaching

[ ]  Balancing

[ ]  Crouching

[ ]  Grasping

[x]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[x]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[x]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises