



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Extended Education Paraprofessional		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	35		
HOURS PER DAY:	Up to 10		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Dean of Extended Education, or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This position provides highly responsible instructional support, paraprofessional functions, secretarial duties, and minor distance learning technology duties in support of the day-to-day operations, programs, and procedures of the Extended Education site. Positions assigned to this class exercise a high degree of independence and initiative.

Employees in this classification receive limited supervision and may direct, oversee, train, schedule, coordinate, and review the work of student tutorial staff and student assistants. This position provides direct tutorial assistance, student coaching, and cohort building at the Extended Education site. This job class performs complex and highly responsible secretarial and office support functions requiring the use of initiative, organizational skills, problem solving skills, and independent judgment in the organization, coordination, and processing of work and information. This position provides logistical assistance to students and instructors participating in Extended Education programs. This job class requires student, public, staff, and organizational contact. The incumbent coordinates with other classified staff at the Extended Education sites, including grounds, maintenance, utilities, custodial, and campus safety employees. The incumbent assists Student Services and the Dean of Extended Education with community outreach, marketing, recruitment efforts, and student activities. The incumbent may serve as the primary contact and coordinator of an Extended Education site. This job class requires excellent communication skills, knowledge of District policies, and knowledge of District procedures.

TYPICAL DUTIES

Examples of typical duties are descriptive and not restrictive in nature.

- Provides assistance to students in navigating learning management systems, learning Extended Education technologies, and conducting student support workshops.
- Provides individual instructional assistance, coaching, and encouragement to students in support of their academic courses.
- Recruits, interviews, hires, trains, orients, supervises, and evaluates the work of student tutors and clerical assistants.

POSITION DESCRIPTION**POSITION TITLE: Extended Education Paraprofessional**

- Maintains a variety of personnel information and records related to assigned student staff; verifies time worked, student payroll information, and attendance.
- Administers and corrects diagnostic tests to identify student learning needs through various testing methods and provides appropriate assistance and resources to address those needs identified.
- Develops instructional aids, resources, and materials to meet tutoring needs; oversees the use of library and/or other resource materials related to assigned functions.
- Organizes, directs, coordinates, and supervises the activities, operations, and services of the assigned Extended Education site.
- Provides a high level of customer service, training, correspondence, communication, and information to faculty, staff, students, and the communities Shasta College serves.
- Coordinates with IT, Physical Plant, and Campus Safety as related to the Extended Education site.
- Coordinates assessment, counseling, orientation, and other student service related activities at the Extended Education site
- Coordinates with student services programs to ensure district-wide support.
- Schedules and conducts college outreach and recruitment functions in collaboration with counselors and staff members at local elementary, middle, and high schools, continuation schools, and adult schools; works cooperatively with higher education institutions, organizations, agencies, and other Shasta College extended education sites.
- Maintains close and collaborative work relationships with faculty, staff, and students.
- Promotes cooperative relationships with community and regional agencies.
- Establishes and maintains a variety of record keeping and filing systems related to lab/center operations.
- Assists in the development and administration of assigned site budget.
- Prepares a variety of reports and correspondence related to assigned operations.
- Provides a wide variety of clerical, secretarial, and office functions in support of Extended Education program activities and operations.
- Maintains accurate and detailed calendar of events, due dates, and schedules.
- Receives, handles, and processes confidential information ensuring that security and strict rules of confidentiality are maintained.
- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.
- Ensures the provision of appropriate facilities, supplies, and equipment for effective Extended Education operations.
- Assists in ordering needed supplies, equipment, and materials, including instructional software, and maintains appropriate stock levels and inventory records.
- Registers students for Extended Education programs in conjunction with established Admissions and Records Office procedures and requirements.
- Exercises independent judgment; relieves an administrator of actions not requiring his/her immediate attention.
- Assists the Dean of Extended Education with supervising activities and resolving problems as needed.

POSITION DESCRIPTION**POSITION TITLE: Extended Education Paraprofessional**

- Assesses needs at the Extended Education site and makes recommendations.
- Aids faculty with clerical assistance such as delivering daily class materials, collecting tests, etc.
- Performs minor troubleshooting for Extended Education technical issues, such as power cycling, checking connections, etc. Forwards technical issues to IT when warranted.
- Conducts Extended Education technology introductions to students and faculty. Uses modern technology methods to conduct trainings and introductions. Inputs data into schedule management systems.
- Posts absence notices and notifies Extended Education site students of cancelled classes.
- Performs other duties as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Principles, methods, and procedures of tutoring, coaching, and providing learning opportunities to students.
- Proper office methods, techniques, and procedures including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques.
- Business English including proper grammar, punctuation, vocabulary, and spelling.
- General accounting principles.
- Computer applications such as word processing programs, PowerPoint, desktop publishing, Web page design and databases.
- Record keeping methods and techniques.
- Office organization and management tools.
- Office and distance education software, or ability to learn.
- Distance Education technologies is preferred.
- Higher education practices is preferred.

Ability to:

- Perform a variety of instructional assistance and student support functions.
- Monitor student progress and identify problem areas and areas of relative learning progress.
- Establish and maintain accurate record keeping systems, files, and other documentation related to the operations and activities of Extended Education site.
- Multi-task while providing a high level of customer service.
- Assist in managing large, complex projects that require coordination with both local and distance education staff, faculty, and students.
- Learn the operations, procedures, policies, and requirements and terminology of assigned program, department, or operational unit and apply them with good judgment in a variety of procedural situations.
- Learn, interpret, and successfully apply District rules, procedures, and policies with

POSITION DESCRIPTION

POSITION TITLE: Extended Education Paraprofessional

good judgment while independently carrying out a variety of technical procedures.

- Prioritize and appropriately schedule work load or tasks to meet established time lines.
- Coordinate with other Extended Education sites.
- Operate, learn, and assist students with distance education related equipment and technologies.
- Effectively and tactfully communicate in both oral and written forms.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Understand and carry out a variety of oral and written instructions independently.
- Accurately type at a rate required for successful job performance.
- Accurately perform college level mathematical calculations.
- Prepare routine reports and collect data pertaining to the Extended Education site.
- Independently compose and type correspondence and reports.
- Compile and maintain the security of confidential information.
- Operate a variety of standard office equipment.
- Prioritize workload and provide direction for student tutors and workers.
- Work with a significant degree of independence and judgment.
- Exercise sound judgment in working with students.

QUALIFICATIONS

Education Required:

Preferred

- Bachelor’s degree from an accredited institution, or the equivalent in education and experience.

Experience Required:

- One year formal training, internship, or leadership experience reasonably related to assignment, or the equivalent.

APPROVALS

Date Created/Revised: 03/2017

Cabinet Reviewed: 03/21/2017

Board Approved: 10/11/2017

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)