



COLLEGE OF MARIN
invites applications for the position of:

**Instructional Specialist
Math/Statistics - TLC & SAS**

SALARY: See Position Description

**OPENING
DATE:** 03/23/22

**CLOSING
DATE:** Continuous

DESCRIPTION:

PRIORITY SCREENING DATE: April 15, 2022
Open Until Filled

This is a full-time, 10 months-per-year position.

*All application materials must be received by the Priority Screening Date in order to be considered during the initial screening. Applications received after this date may be considered thereafter at the discretion of the College until the position is filled. **This position performs its duties on both the Kentfield and Indian Valley (Novato) campuses, so if not already residing within the Bay Area, the successful candidate must be willing to relocate.***

Due to COVID-19 applicants should be prepared that if selected to interview for a position at the College, all interviews will be held remotely.

Diversity Statement

College of Marin strives to embrace diversity in all forms: it strives to be an Inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population.

COM serves a county population of approximately 250,000 residents. Based on 2020-2021 academic year credit enrollment data, the diversity of students at the college includes greater representation than the county with regards to enrollment by Hispanic/Latino (30% of enrollment), Asian (7%), Black/African American (3%), and Multi-racial (6%) students.

College of Marin does not discriminate in employment on the basis of, or perception of, race, ethnic group identification, ancestry, color, religion, age, sex, national origin, sexual orientation, physical disability, mental disability, gender, gender identity, gender expression, marital status, medical condition, pregnancy, genetic information, family and medical care leave, military or veteran status, or prior record of arrest or conviction, and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Civil Rights Act of 1991, Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with Executive order 11246 (as amended), the College of Marin is an Equal Opportunity Employer.

Position Overview

The job of Instructional Specialist - Mathematics/Statistics for Tutoring Learning Center (TLC) and Student Accessibility Services (SAS) is done for the purpose/s of performing a variety of learning

resources activities, supportive, technical, clerical and in the case of mathematics and statistics, academic work related to the operation of a student tutoring center; providing individual and/or group tutoring; directing student workers; administering and grading tests, record keeping, and serving as a resource for the TLC and SAS offices.

ESSENTIAL FUNCTIONS:

- Contributes to a welcoming, accessible and inclusive space that promotes student learning and success.
- Tutors students individually or in groups in the areas of Mathematics and Statistics.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Recruits student tutors for the purpose of providing staffing for the Tutoring and Learning Center
- Administers and grades tests, (e.g. homework assignments, make-up work etc.) for the purpose of supporting teachers in the instructional process.
- Directs student workers and tutors for the purpose of guiding and monitoring their support service activities.
- Utilizes and leverages a variety of technological and accessible platforms to aid in student learning,
- Monitors individual students while using the Tutoring and Learning Center for the purpose of providing a safe and positive learning environment.
- Evaluates situations and interactions involving other staff, students, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintain and support in the procurement process of computer hardware and software for the purpose of ensuring the availability of such equipment to support the Tutoring and Learning Center
- Compiles data from a variety of sources for the purpose of complying with institutional requirements to better support student success
- Maintains documents, files and records for the purpose of providing up-to date reference and support service history for compliance and reporting purposes.
- Monitors assigned tutoring activities and/or processes for the purpose of coordinating activities and ensuring compliance with established safety regulations.
- Performs record keeping and clerical functions (e.g. registering students, updating reference materials, updating payroll cards, etc.) for the purpose of supporting the Tutoring and Learning Center Coordinator
- Prepares written materials for the purpose of documenting tutoring and support service activities, providing written reference and/or conveying information.
- Processes tutoring and support service documents and materials for the purpose of disseminating information to appropriate parties.
- Researches a variety of information for the purpose of providing information, advancing the work, and/or recommendations for resolution.
- Responds to inquiries from a variety of internal and external parties (e.g. faculty, administrators, students, community members, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

OTHER FUNCTIONS

Assist other personnel for the purpose of supporting them in the completion of their work activities.

REQUIREMENTS & DESIRABLES:

REQUIREMENTS

- 1.) Job Related Experience with increasing levels of responsibility is required.
- 2.) Job related education that meets organization's prerequisite requirements.
- 3.) Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

KNOWLEDGE, SKILLS & ABILITIES (Desirable Attributes & Skills)

KNOWLEDGE is required to perform advanced math and statistics; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of math and statistics taught at the community college level and understand the fundamentals and have a working knowledge of basic physics, but also must be able to work with our drop-in students through second year calculus.

SKILLS are required to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications. Use of new or additional equipment brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job.

ABILITY is required to schedule a number of activities; gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with persons of varied backgrounds; establishing and maintaining effective working relationships; maintaining confidentiality; and working with frequent interruptions. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

CONDITIONS OF EMPLOYMENT

Prior to employment, the selected candidate will be required to complete the following:

1. In accordance with Federal Law all employees must provide proof of eligibility to work in the United States.
2. Criminal Justice/Fingerprint Clearance.
3. COVID-19 Vaccination Status: All employees new to the District who access campuses or other District facilities, and/or participate in off-site work in-person for the District, must be fully vaccinated against COVID-19, prior to employment unless approved as exempt due to verified medical or religious reasons (as defined in federal or state laws and regulations).
4. California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.
5. DISASTER SERVICE WORKERS: All Marin Community College District (MCCD) employees are designated Disaster Service Workers through state and local law ([California Government Code Section 3100-3109](#)). Employment with the MCCD requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency. For more information, please see the [MCCD Emergency](#)

Operations Plan.

6. Candidates applying for positions with the Marin Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

REQUIRED APPLICATION DOCUMENTS

The following documents must be attached to your application in order to render it complete. Use the Attachment Type indicated in parentheses when making your attachments.

1. Cover Letter (cover letter)
2. Resume (resume)
3. **STATEMENT:** Please provide a response to the following prompt (one page maximum):
College of Marin's commitment to educational excellence is rooted in providing equitable opportunities and fostering success for all members of our diverse community. Practices and outcomes related to diversity and inclusion are vital measures of institutional excellence. **Please define equity and describe how you would support College of Marin's efforts to provide equitable opportunities for all our students.**

SUPPLEMENTAL & SALARY INFORMATION:**RESPONSIBILITY**

Responsibilities include: working under limited supervision; directing other persons within a small work unit; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

SALARY INFORMATION

FLSA Status: Non-exempt

Salary Range: CSEA 115

Starting Salary Range: \$29.31 - \$32.31 per hour (Step 1 to 3). Normal entering step is Step 1.

Please refer to our [Human Resources](#) web site for salary schedules.

CLASSIFICATION & RETIREMENT PLAN

Employees in classifications represented by the California School Employees' Association (CSEA) Chapter 196 and are required to comply fully with the CSEA/Marin Community College District (MCCD) Collective Bargaining Agreement. General information regarding rights and responsibilities under the Agreement can be found in the Collective Bargaining Agreements section of our Human Resources site. **CSEA employees are also members of the California Public Employees Retirement System (CalPERS), to which the member contributes up to 7% their reportable compensation on a monthly basis.**

WORK SCHEDULE

Campus: Kentfield

Full-time Equivalent: 1.0 – Full-time

Months per Year: 10

Work Days/Hours:

Monday - Friday, 9am - 5pm (half-hour lunch)

7.5 hours/day

37.5 hours/week

NOTE: The College is closed on Fridays during the summer period, when the work schedule may change to Monday through Thursday according to departmental needs.

SELECTION PROCESS

Applications must include the documents listed in the Required Documents section to be rendered complete; incomplete applications will not be accepted. Screening will begin after the priority screening date. Applicants selected to interview will be contacted to schedule an interview appointment with the screening committee; however, applicants will be notified of their status, either way, following the screening. Candidates forwarded by the committee following the first interview may be invited for a second interview. Regrettably, College of Marin is not able to offer reimbursement for travel to interviews at this time.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://jobs.marin.edu>

Position #2012-00575
INSTRUCTIONAL SPECIALIST MATH/STATISTICS - TLC & SAS
JB

835 College Avenue
Kentfield, CA 94904
415-485-9340

hrjobs@marin.edu
