

Position Title: **LEARNING RESOURCE SPECIALIST / SUPPLEMENTAL INSTRUCTION PROGRAM**
Classification: **Full-Time, 11 months per year (199) Days**
Temporary Member of Academic Staff – Tenure Track possibility
Contingent upon availability of continued funding

START DATE: July 1, 2012

OVERVIEW:

Under the direction of the Coordinator of the Center for Academic Success, provides leadership and management to develop, maintain, and administrate the District's Center for Academic Success, Supplemental Instruction, tutors and tutor training, skills workshops, and related grant programs.

POSITION DUTIES:

In addition to the responsibilities of the classification description, the specific position is also responsible for:

1. Support a comprehensive tutoring and tutor training program and a Supplemental Instructional Program.
2. Provide effective learning assistance for high-risk students seeking tutorial help.
3. Identify and implement new methods and materials for use in the Center.
4. Act as a liaison to faculty, student services personnel, students, and the community.
5. Maintain a supportive learning environment in the Center for Academic Success on the main campus and satellites.
6. Supervise instructional aides and tutors on the main campus and satellites.
7. Facilitate and supervise test proctoring.
8. Staff and/or provide for orientation sessions/tours.
9. Schedule and staff appropriate workshops for students and staff.
10. Assist in hiring of tutors and instructional aides.
11. Provide assistance to the coordinator as assigned and assume other reasonably related duties as assigned.

CLASSIFICATION RESPONSIBILITIES:

A. Non-classroom staff responsibilities represent a forty-hour week, eleven months a year. The responsibilities of the Learning Resource Specialist include, but are not limited to the following:

1. Implement a comprehensive tutoring Program.
2. Implement a Supplemental Instruction Program.
3. Provide effective learning assistance for high-risk students seeking tutorial help.
4. Establish a tracking system for students using the Center for Academic Success.
5. Maintain existing learning resource materials and make them available to faculty, tutors, and students.
6. Identify new materials, including software, for use in the Center.
7. Promote the Center and provide outreach to faculty and students.
8. Act as a liaison to faculty in various disciplines to ensure appropriate tutoring services are available.
9. Act as a liaison to student service personnel to ensure collaboration is maximized.
10. Maintain a supportive learning environment in the Center for Academic Success both on and off campus.
11. Supervise instructional aides and tutors both on and off campus.
12. Facilitate and supervise test proctoring.
13. Provide a comprehensive tutor training program, including the possible teaching of EDUC 20.

Position Opened: Wednesday, February 8, 2012

14. Assist in institutional research, including measuring success of Center efforts vis-à-vis statewide Student Success Initiatives and the District's Educational Master Plan.
15. Staff and/or provide for orientation sessions/tours.
16. Provide information on general and specific CAS services and activities to students, faculty and community on a regular basis.
17. Assist in hiring of tutors and instructional aides.
18. Schedule and staff appropriate workshops for students and staff in conjunction with appropriate Chairs.
19. Assist in creation and dissemination of CAS handbook and promotional materials.
20. Provide assistance to the coordinator as assigned.
21. Assume other reasonably related duties as assigned.

MINIMUM QUALIFICATIONS:

1. The minimum qualifications to teach any master's level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed **OR**
2. Master's Degree in Education, Educational Psychology, or Instructional Psychology, or other Master's Degree with emphasis in adult learning theory **OR**
3. The equivalent to District minimum qualifications described above. Equivalency may include any combination of education, training, teaching, or related employment experience that would be approximately equal to one of the above. **(Applicants wishing to be considered for employment under District equivalency standards must submit a detailed statement explaining why you feel you possess the equivalent to a Masters' Degree in the required field.)**

DESIRED QUALIFICATIONS

The successful candidate will possess:

1. Sensitivity to and understanding of the diverse ethnic, cultural, socioeconomic, and academic backgrounds and abilities of Butte College students.
2. Training in and experience supporting the UMKC model of Supplemental Instruction (SI) at a community college.
2. One year of experience in a managerial level position in a related field.
3. Successful experiences in; coordinating and implementing learning center programs; scheduling tutors, workshops, and other activities; hiring and supervising learning center staff; developing and conducting tutor training; acting as a liaison with campus and community services; and supervising and working with diverse students.
4. Evidence of superior communication skills and active involvement in learning center research and practices.
5. Knowledge of adult learning theory and current trends and practices in technology in a learning center.

FOREIGN TRANSCRIPTS

Foreign transcripts **must** include a U.S. evaluation **and** translation. Please contact the Office of Human Resources for a list of agencies providing this service or our website at: http://www.butte.edu/hr/job_opportunities/faculty/

SALARY / BENEFITS:

\$50,697 - \$77,851 per year, plus doctorate stipend if applicable. Placement on the Academic salary schedule is dependent on education and experience. The District offers a comprehensive benefits package for employees and family members. The package includes: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, participation in the State Teachers' Retirement System (STRS) and 457/403b tax shelter retirement plans.

IMPORTANT

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

APPLICATION FILING DATE:

4:00 p.m. Wednesday, March 21, 2012

All offers of employment are contingent upon Board approval.

This position is open until filled, but the above date is the priority date for receipt of application materials to be considered in the initial selection committee review. The position may close for consideration of application materials on the above date or any time thereafter, and interested persons are encouraged to submit their application materials so that they are received not later than the aforementioned date (postmarks are not accepted). It is the sole responsibility of the applicant to ensure that all application materials are received by the application filing date.

APPLICATION INFORMATION:

Department of Human Resources (800) 933-8322
Butte-Glenn Community College District (530) 895-2400
3536 Butte Campus Drive FAX: (530) 895-2836
Oroville, California 95965-8399
(Hearing Impaired Line Only) TDD: (530) 895-2817

- Applications are available in the Department of Human Resources on the main campus, on our website <http://www.butte.edu/hr> or call the office at (530) 895-2400 to have an application mailed/emailed to you.
- Submit applications by fax, email (humanre@butte.edu) or deliver to the Department of Human Resources on the main campus.
- Normal office hours are Monday through Thursday; 7:30 a.m. – 5:00 p.m. Fridays 8:00 a.m. - 12:00 noon.

SELECTION PROCESS:

A selection committee will review and evaluate applications to select a limited number of candidates to interview. This screening process can take up to 3 weeks or more, after which interviews will be conducted. Meeting the minimum qualifications for a position does not assure the candidate an interview. All interview candidates will be requested to demonstrate their teaching styles and techniques. The District is not able to compensate candidates for interview-related expenses. Applicants selected for an interview and requiring appropriate reasonable accommodations for disabilities during the interview process must notify the Department of Human Resources in advance.

PREEMPLOYMENT REQUIREMENTS:

1. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
2. As a condition of employment the position you are applying for will require that you provide fingerprints to the local police department. The fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility. If you should be offered this position you will be asked to sign a payroll deduction form which will authorize the District to deduct the fee charged by the DOJ from your first paycheck.
3. All offers of employment are contingent upon Board Approval. The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of the position.

APPLICATION REQUIREMENTS – READ CAREFULLY

To be considered in the initial screening, applicants **are required** to submit **two (2)** sets of application materials of all required documents to the Department of Human Resources on the main campus on or before the application filing date (postmarks are not accepted). All materials submitted become District property, will not be returned or copied, and will be considered for this opening only. Incomplete applications will not be forwarded for further consideration.

REQUIRED DOCUMENTS

BUTTE COLLEGE ACADEMIC APPLICATION (2 copies):

All applications must be made on a Butte College Academic Application. All applicable parts of the application must be completed.

AN APPLICATION WITHOUT A SIGNATURE OR WITH THE WORDS "SEE RESUME" OR SIMILAR PHRASE WILL NOT BE ACCEPTED.

MINIMUM QUALIFICATIONS (2 copies):

On a separate sheet of paper addressed to the hiring committee, identify from the category below under which you are claiming minimum qualifications.

1. The minimum qualifications to teach any master's level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed **OR**

2. Master's Degree in education, educational psychology, or instructional psychology, or other Master's Degree with emphasis in adult learning theory **OR**

3. The equivalent to District Minimum Qualification as described above. Equivalency may include any combination of education, training, teaching, or related employment experience that would be approximately equal to one of the above.

SUBMIT A DETAILED STATEMENT EXPLAINING WHY YOU FEEL YOU POSSESS THE EQUIVALENT TO A MASTERS' DEGREE IN THE REQUIRED FIELD.

RESUME OR VITA (2 copies)

COVER LETTER (2 copies):

- Please describe in your cover letter how your past experience and qualifications meets the responsibilities of this position.

SUPPLEMENTAL INFORMATION (2 copies each):

- 3 Letters of recommendation.

DIVERSITY (2 copies):

- Butte College serves a diverse population. In a separate statement, address how your skills, experience and education have prepared you to serve and meet the needs of a diverse student/staff population.

TRANSCRIPTS (2 copies):

- You are required to provide copies of transcripts/coursework for the degree which qualifies you for this position. The transcripts must include the date the institution granted the degree. Legible copies of transcripts are acceptable at this point in the process. Official transcripts must be submitted prior to hire.
- If you have foreign transcripts please include copies of a U.S. evaluation and translation.

Only Required Documents will be considered.

ABOUT BUTTE COLLEGE:

Butte College, located on a 928 acre wildlife refuge in the Sierra Nevada foothills of Northern California, is a fully accredited two year community college and a national leader in sustainability. In 2011, the college made history by becoming the first "grid neutral" institution of higher education in the country. With 25,000 solar panels, the college produces enough clean solar energy to fully offset its electric bill. The college offers associate of arts and associate of science degrees, along with certificates in nursing, fire, law enforcement, building inspection, welding, automotive, business, and accounting, among others. The college is the second largest employer in Butte County, and serves over 21,000 students annually. Butte College faculty and staff are committed to helping students achieve success in all aspects of campus life from academics to extracurricular activities. Graduates leave the college ready to transfer to other public and private four year institutions. Butte College transfers more students to California State University, Chico, than any other community college. The college's international honor society for two year colleges has long been recognized as one of the best in the country. The college received its re-accreditation by the Western Association of Schools and Colleges in 2009. "Students First" has always been a key value for Butte College and we remain dedicated to providing the best educational experience for our students.

ABOUT THE COMMUNITY:

Butte College is located in the heart of Northern California, just 75 miles north of Sacramento and three hours northeast of San Francisco. The area is located in Oroville with centers in Chico and Glenn County. The city of Chico is recognized as one of the Top 10 Art Towns in America, and is home to Bidwell Park—one of the largest municipal parks in the nation, along with Lake Oroville—the second largest lake in California. A growing community, Chico offers cultural activities: music, art and theater, all in close proximity to California State University, Chico. *Bicycling Magazine* named Chico as the best town in the U.S. for bicycling. Oroville is the gateway to great Northern California recreational opportunities including: fishing, hunting, boating, cycling, and skiing. *Bassmaster Magazine* ranked Lake Oroville the best bass fishing lake in California while another leading attraction is Feather Falls -- a magnificent 640-foot waterfall which is named the sixth tallest waterfall in the United States.

The Butte-Glenn Community College District hires only U.S. citizens and lawfully authorized alien workers. After employment is offered, all new employees shall submit, within three (3) days to the Department of Human Resources, required documentation establishing (a) personal identity, and (b) authorization to work in the U.S.

It is the objective of the Butte-Glenn Community College District to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

It is the policy of the Butte-Glenn Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries may be addressed to the Director for Human Resources, Jamie Cannon at (530) 895-2400.

Butte-Glenn Community College District

Full-Time

LEARNING RESOURCE SPECIALIST – Supplemental Instruction Program



BUTTE COLLEGE

**Final Filing Date
Wednesday, March 21, 2012**