



**Art Models** – Perform specialized services in an instructional classroom environment for Art Classes where the curriculum calls forth the requirement of drawing the human figure, with attention to drawing from the live model. Position will always be supervised by the instructor of record and Dean.

**CDC Instructional Assistant I** – Assist teachers with meal/nap preparation and other housekeeping tasks. Prepare instructional materials and set-up indoor/outdoor activities as per teacher's direction. Supervise and assist children under the supervision of classroom teachers.

**CDC Instructional Assistant II** – Assist teachers with meal/nap preparation and other housekeeping tasks. Prepare instructional materials and set-up indoor/outdoor activities as per teacher's direction. Assist teachers with instructional activities as well as routine care giving. Supervise and assist children under the supervision of classroom teachers.

**CDC Teacher/Instructor I/II/III (non-credit)** – Instruct and set up activities for children. Develop curriculum or activities within focus of program. Independently prepare lesson plans and class/program materials. Oversee the work of assistants or aides. Keep records of daily attendance. *Level of pay is based upon requirements of program(s) and knowledge of subject matter.*

**Community Services Instructor/Short Course (Teacher) Instructor** – Instruct not-for-credit, personal and professional enrichment courses taught on a wide variety of topics at Foothill College and De Anza College, as well as out in the community. Per contractual agreement between Community Services and business and industry customers, instruct and set up activities and develop curriculum or activities within the focus of the program(s). Independently prepare lesson plans and class/program materials, records of attendance and other related duties.

**Consultant (Non-Instructional Professional Expert)** – Perform specialized review, analysis, and consultation. Complete projects requiring specialized knowledge or expertise. Work is completed with a high degree of discretion, independent judgment, and generally performed as professional or administrative work.

**Contract Education Instructor (not-for-credit)** – Instruct not-for-credit programs that are offered to public or private organizations to promote education/training and economic development for the business community. *Maximum rate of pay subject to agreement between the college, contracting entity, teacher/trainer, and Human Resources.*

**Educational Services Provider (Professional Expert)** – Participate in one-time workshops, one-time events, and or one-time speaking engagements. Use this classification to pay honorariums. *Please contact Human Resources prior to assignment for verification of this category.*

**Instructional Aide I** – Perform in an assisting capacity in an instructional environment. Duties may include classroom aide, tutoring, test proctoring, registration, lab aide, library support, etc. Provide general support to the instructional activities.

**Instructional Aide II** – Perform in an assisting capacity in an instructional environment (e.g. classroom aide, tutoring, test proctoring, registration, lab aide, library support, etc.). Provide instructional, technical or specialized services to individuals or small groups to a designated area. May assist students in clarification of assignments, locations of materials, orientation of procedures and equipment. May assist instructors in various tasks to set-up classroom or laboratory.

**Office Assistant I** – Perform a variety of routine, entry-level, clerical office functions in support of day-to-day clerical/office or department work units. Includes typing, filing, data entry and record keeping, operating office equipment, answering phones and/or operating computers. Receive, sort, and route mail. Stuff, seal and stamp envelopes. Sort, staple, collage and hand deliver materials. This job requires accuracy and attention to detail.

**Office Assistant II** – Perform a variety of general, mid-level clerical/office and operational functions in support of day-to-day clerical/office or department work units. Requires adherence to daily timelines, accurate data entry and record keeping, attention to detail as well as skill to respond effectively and tactfully to inquiries from both employees and the general public.

**Office Assistant III** – Perform a wide variety of responsible, higher-level clerical/office and operation functions in support of day-to-day clerical/office or department work units. Positions work on special projects and coordinate administrative activities. Collect and analyze data for records and reports. May maintain a variety of office database and spreadsheet applications. May work on multiple projects.

**Planetarium Assistant** – For Planetarium Saturday Evening Astronomy shows and Laser Light shows: Serve as cashier by operating register and credit card machine for show ticket sales and other cash register transactions. Serve as gift shop counter and customer service attendant and answer high volume of questions via telephone and in person. Make sure gift shop, lobby, auditorium and restroom areas are kept neat in appearance. Serve as door usher by collecting admission tickets and directing customers into auditorium. Assist with crowd control before and after shows and walk outside Planetarium building to help direct customers. Assist presenter while show is in progress as needed and by answering astronomy and facility related questions either before or after show.

**Psychological Services Intern** – These positions are held by Master and Post Master level social workers and marriage and family therapy trainees and interns. Interns report directly to department social workers who are licensed clinical social workers by the state of California. Specific duties include intake, evaluation and brief therapy, personal counseling; crisis intervention (includes suicide risk assessment), case management; referrals to campus and community resources; consultation with faculty, staff and administrators regarding mental health issues; Administer psychological tests or other risk assessment instruments that contribute to appropriate treatment planning and fosters student wellness and campus safety. Additional responsibilities include the provision of orientation to Counseling 50 classes, International Student Orientation, Parent Orientation, Veterans Outreach and Intervention, Mental Health Outreach and Prevention Services and In-Class Lectures.

**Program Assistant I** – Work under the direction of college administration. Assist in the implementation of summer programs or activities. Assist in interviewing and training summer hires (i.e. teachers, coaches, etc.). Perform duties with established procedures and guidelines to include a low-level of coordination. Assist in preparing routine records and program reports.

**Program Assistant II** – Work under the direction of college administration. Assist in the implementation of summer programs or activities. Assist in interviewing and hiring summer hires (i.e. teachers, coaches, etc.). Schedule and train summer hires. Perform duties with established procedures and guidelines to include a mid-level of coordination. Monitor budgets, prepare routine records and program reports.

**Program Assistant III** – Work under the direction of college administration. Responsible for developing and implementing summer programs or activities. Interview, hire, schedule and train summer hires (i.e. teachers, coaches, etc.). Perform duties with established procedures and guidelines to include a high-level of coordination, budget development, and program evaluation. Prepare reports, studies, and analysis of program as required.

**Reader** – Evaluate final exams for ESL, Reading and Writing at the quarterly completion of the Readiness Lab Program. Readers must have appropriate knowledge and experience teaching and evaluating student work at several levels. Must be experienced with the curricula and the departmental expectations of competencies required to succeed in the next level of classes. Must be able to follow training guidelines and read efficiently and accurately.

**Student Intern (Teacher Intern K-12)** – Internship opportunity for current Foothill College or De Anza College students who are interested in becoming K-12 teachers. Internship assignments are carried out at local schools.

**Student Trustee** – Position is appointed annually by the student governments from each campus. The student trustee serves as an advisory member of the board with responsibilities and privileges similar to those accorded to elected trustees. The student trustee serves on board committees, takes part in various college functions and ceremonies, and completes any assigned projects. Attend all meetings of the governing board except for closed sessions and study sessions. Acts as a liaison regarding student needs.

**Teacher Intern** – Internship opportunity for existing teachers. Mentored by an assigned academic administrator. Intern is responsible for instructional planning and implementation, classroom management, and creating an effective learning environment. Occasionally lead lessons, prepare instructional materials, and perform other teaching and instructional related duties as required. Internship assignments occur at Foothill College.

**Technical Support I** – Perform technical work in computer operations, maintenance an/or repair of a variety of technical equipment. Assigns and delegates authority as necessary for proper technical operations. Position works with direct supervision.

**Technical Support II** – Perform skilled work in identifying, analyzing programming requests; provide solutions for a variety of complex problems, test system, troubleshoots problems; or, directs, coordinates, designs, repairs and maintains technical equipment (i.e. television engineer). Position works with minimal direct supervision.

**Technical Support III** - Perform advanced work in identifying, analyzing programming requests; provide solutions for a variety of complex problems, test system, troubleshoots problems; or, directs, coordinates, designs, repairs and maintains technical equipment (i.e. television engineer). Position works with little to no direct supervision.

**Technical Specialist** – Analyzes, designs, implements network services, databases, high-speed networks, or special project applications. Establishes protocols and determines standards. Determines needs and requirements. Serves as an expert in the technology field.

**Theater Technician I** – Apprentice-level theatrical stage hand with duties that consist of assisting in theatre assignments as operator in lighting, sound, electrical, carpentry, audio-video, scenery, and stage management. Handles and moves costumes, lights, props, and sound equipment as directed. Position will always be supervised.

**Theater Technician II** - Journey-level theatrical stage hand with duties that consist of performing as operator in lighting, sound, electrical, carpentry, audio-video, scenery, and stage management. Operate appropriate theatrical equipment and tools and maintain general upkeep of facilities, shop, tools and equipment. Requires experience in rigging and theatre production. Position works without supervision.

**Theater Technician III** - Advanced-level theatrical stagehand with duties that consist of performing as operator in lighting, sound, electrical, carpentry, audio-video, scenery, and stage management. Prepare stage for theatre production. Set up and monitor studio and lighting. Ensure proper use and maintenance of facilities, shop, tools, and equipment. Perform other functions incidental to theatre activities and production as needed/requested. May oversee and train support staff.

**Theater Professional** – Part of the production's support team or lead. Carries out duties based on general direction from production director or acts as production director. Positions include choreographers, musical directors, costume designers, set designers, lighting designers and sound designers, etc.

**Tutor** – Works directly with students to help students understand course material and give students greater opportunity for success; prepare written or oral reports on the progress of the students they work with. Additional duties may include: working with student 1:1 in designated program facilities; attend class regularly alongside enrolled students either as an observer or as a teaching assistant; hold workshops with groups of students outside of class hours; prepare materials for use in the class and tutorial sessions; attend meetings with the supervisor, classroom instructor or other campus employees; utilize effective tutoring techniques shared through trainings; promote utilization of resources and independent learning; report any problems or concerns to the appropriate supervisor, and; perform other duties as assigned.  
**Minimum Qualifications:** Tutors must be enrolled in one of the following tutor training courses: PSE-111A, PSE-111B, LA-111A, LA-111B, or have successfully completed any two of those courses. (NOTE: Course number will change to PSE-61A, PSE-61B, LA starting Fall 2016).

## Athletic Support Services

**Assistant Coach** – Assist the head coach in the activities of an athletic team for a college sport. Assist head coach in instruction and analysis of student athletes. Critique players' performance to determine skills and abilities that need strengthening for overall team improvement. Provide skill demonstrations of sport

coached. Oversee and instruct student athletes during practice and games. Establish and maintain necessary records and equipment. Represent the college in a professional manner as an athletic liaison with other educational institution. Assist in the activities of clinics/camps to include coaching, officiating assignments, lecturing, and demonstrating sports skills.

**Operations Staff** – Assist in the Athletics operations including but not limited to team liaison, scoreboard operation, scorekeeper, clock operation, line judging, snack shop, and ticketing. Also assist with set-up/tear down of canopies, tables, and chairs. When needed, clean vans and minibuses.

## Other Services

**Allied Health Tutor** – Perform specialized duties that may include assisting students in the Medical Laboratory Technician (MLT) or Health Technologies (HTEC) programs with completion of laboratory assignments and other special projects. **Minimum Qualifications:** Returning graduate who is assisting with the current program and has more field and lab assisting experience.

**Certified Phlebotomy Technician** – Perform specialized duties that may include assisting students in phlebotomy classes with completion of laboratory assignments and other special projects. **Minimum Qualifications:** Returning graduate who is assisting with the current program and has more field and lab assisting experience; Phlebotomy Certification.

**EMT Specialist** – Perform as an EMT proctor to assist, assess and evaluate current EMT students during lab hours. Duties to include EMT-level emergency care instruction and tutoring.

**Paramedic Laboratory Support I** – Conduct laboratory training sessions, manage equipment, take inventory of supplies, restock supplies, and fill out all appropriate paperwork. Requires limited experience with the Paramedic laboratory support duties.

**Paramedic Laboratory Support II** – Conduct laboratory training sessions, manage equipment, take inventory of supplies, restock supplies, and fill out all appropriate paperwork. Very similar to Paramedic Laboratory Support I, except a Paramedic Laboratory Support II tends to be a returning graduate who is assisting with the current program and has more field and lab assisting experience.

**Paramedic Specialist** – Perform as a Paramedic proctor to assist, assess and evaluate current Paramedic students during lab hours. Duties to include advanced Paramedic-level emergency care instruction and tutoring.

**Per Diem Nurse Practitioners** – Provide all of the basic RN medical services as well as fulfill more complex duties including conduct Physical exams, Well-women exams, and prescribe medications to treat various health conditions.

**Per Diem Registered Nurse (RN)** – Provide additional coverage in the Health Services office during very busy and/or peak periods each quarter. General duties include: conducting TB tests, immunizations, and other medical diagnostic tests; performing first aid and basic medical care.

## Disability Support Services

**Interpreter I** – Interprets/transliterates lectures, assignments and other campus activities for Deaf students in American Sign Language (ASL) or Manually coded English/Signed Exact English (MCE or SEE). Reverse interprets to spoken English as needed for others. Restructures expressed language to receiving party for clarity and comprehension. Must have either graduated from an Interpreter Preparation Program (IPP), or have an equivalent of education and experience that demonstrate the abilities and skills to perform as an interpreter for Deaf and Hard of Hearing, or at least one year of college level classroom interpreter experience.

**Interpreter II** – In addition to Interpreter I duties, perform translation of more complex or technical language. Must have either graduated from an Interpreter Preparation Program (IPP), or have an equivalent of education and experience that demonstrate the abilities and skills to perform as an interpreter for Deaf and Hard of Hearing, or at least three years of college level classroom interpreter experience.

**Interpreter III** – Perform the duties of Interpreter I and II. Must have either graduated from an Interpreter Preparation Program (IPP), or have an equivalent of education and experience that demonstrate the abilities and skills to perform as an interpreter for Deaf and Hard of Hearing, or at least five years of college level classroom interpreter experience.

**Interpreter IV – Full Certification** – Perform the duties of Interpreter I and II. Position is fully certified with RID or NorCRID Certification (certification must be current).

**Note Taker** – Perform in an assisting capacity in an instructional environment as a note taker. Attend all class meetings punctually. Be available to meet with the student briefly after class or before class the next session to answer specific questions regarding notes taken, if requested by the student. Copy notes for multiple students if necessary. Promptly deliver notes to the designated person. Submit a syllabus for the class that notes are taken for. Note takers will not be paid for days notes are not taken (i.e. tests, mid terms, finals).

**Real-time Captioner I** – Provide real-time captioning of classroom lectures, academic activities and campus events for Deaf and Hard of Hearing students using stenographic machine, computer and captioning software. Must have a Certification or proof of completion at a court reporting/captioning school, Minimum speed requirement at 200 wpm with 97.5% accuracy.

**Real-time Captioner II** – Perform the duties of Real-time Captioner I and must have three years experience in educational/classroom setting.

## Police Support Services

**Per Diem Community Service Officer** – \_Oversee the collection of parking monies and the maintenance and repair of parking permit machines as well as patrol assigned areas and issue citations to illegally parked vehicles to maintain control of vehicles parked on campus; promote campus safety and control. Other duties as assigned.

**Per Diem Emergency Manager** – Review District Emergency Operations Plan and amend as required, create training curriculum for emergency preparedness presentations, train District staff on Emergency Operations Plan, manage “Run-Hide-Defend”/Active Assailant training for students, faculty and staff, represent District on municipal and county emergency planning committees and act as single point-of-contact for emergency management issues for the District.

**Per Diem Police Dispatcher** – Receive, prioritize and respond to routine and emergency incoming telephone and voice radio calls as it relates to campus police, fire and medical assistance; if an emergency call, secure information as to exact location. Perform clerical duties as assigned. This assignment is deemed part time, on-call/as needed to replace or supplement full-time Police Dispatchers.

**Per Diem Police Officer** – Provide police protection to the students, personnel, equipment and property of the District. Patrol an assigned area on foot or in a vehicle to investigate and prevent crime and enforce law and order; prepare and file accident and criminal reports and related police records. This assignment is deemed part time, on-call/as needed to replace or supplement full-time Police Officers.

**Per Diem Police Records Specialist** – Provide clerical support to the Police Department, which includes receptionist duties, word processing, record keeping, and filing. Provide support services to students, faculty, staff, and administrators as necessary preparing reports, issuing parking permits, and providing information to citizens. Perform other related duties as assigned. This assignment is deemed part time, on-call/as needed to replace or supplement full-time Police Records Specialist.

**Per Diem Police Sergeant** – Plan, organize and supervise the work of assigned personnel. Instruct and assist subordinates in the performance of their assigned duties and perform a variety of technical tasks such as investigation and surveillance work to detect or prevent crime. This assignment is deemed part time, on-call/as needed to replace or supplement full-time Police Sergeant.

**Per Diem Rangemaster** – Plan and instruct sworn peace officers in current firearms policies and procedures. Conduct quarterly firearms qualifications. Review and amend Department General Orders as they relate to the use of firearms (pistol, shotgun, less-than lethal weapons and patrol rifles). Inspect, repair and test Department issued firearms. Coordinate with local law enforcement agencies and weapon ranges for training and use of facilities.

**Per Diem Radio Technician** – Provide on-call programming and repair of two-way radios (base station, mobile and portable radios). Minimum Qualifications: FCC licensed radio technician.