



Office of Human Resources and Equal Opportunity

Job Descriptions for Temporary Employee Assignments (TEAs)

Administrative Assistant I – Performs a variety of office support, customer service, and/or program support duties; performs word processing, data entry, and typing; prepares correspondence using standard formats; interacts frequently with students, staff, faculty, and the general public and explains program, department, and/or division policies and procedures, provides other District information, and/or directs questions and inquiries to the appropriate staff; assists students and other customers with program eligibility questions and the completion of required forms and applications; schedules appointments on behalf of program, department, and division staff; and performs related duties as assigned.

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 Teaching Assistant – Provides assistance in the care, development and instruction of children in the Child Development Center; supports teachers in implementing the curriculum and activities in accordance with District policies and procedures and state regulations; and performs related duties as assigned.

CDC Teacher– Provides instruction, activities, and care for infants, toddlers, and preschoolers to promote all developmental domains, including social, emotional, physical, cognitive, and language development; works collaboratively with parents to identify each child's abilities, learning styles, and individual needs and develops appropriate curriculum/education plans; oversees CDC Teaching Assistants; ensures compliance with relevant health, safety, permitting, and licensing laws and guidelines; and performs related duties as assigned.

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-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 Associate, Discipline – provides instructional and tutorial support to students in designated subject matter areas; maintains and organizes student records; and performs related 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).

Museum Preparator – In coordination with the Museum Programs Coordinator, the handle and install art in all media for temporary and permanent museum and campus exhibits, set the lights for museum exhibitions, fabricate display systems, and de-install and prepare art for shipping. Assignments may include exhibit installation and picture framing and hanging; lighting installation and repair in a museum/gallery setting; operation of woodworking and painting equipment; preparation of art for storage and display; and, finish carpentry for art displays in a museum/gallery setting. Operate a scissor lift and 12' ladder; operate woodworking, painting and carpentry equipment; and, may be required to move art pieces up to 50 pounds.

Office Assistant – Provides a variety of office support for an assigned program, department, or division, which may include word processing, data entry and organization, telephone and counter reception, document processing, mail processing, record keeping, and filing; provides information and assistance to students, faculty, staff, and the general public; and performs related duties as assigned.

Planetarium Assistant – Performs a variety of complex office administrative support, customer service, and program support duties for the planetarium; presents various programs and activities to group astronomy programs and the general public; interacts frequently with students, staff, faculty, and the general public and explains planetarium information and procedures and/or directs questions and inquiries to the appropriate staff; and performs related duties as assigned.

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 Coordinator I – Designs and develops program activities, objectives, and procedures pursuant to District, state, and/or federal regulations and guidelines; monitors and coordinates the delivery of program services; develops and administers program budget; applies for and administers grants and other funding sources; reports to various agencies regarding program activities; ensures that program reporting and recordkeeping is performed in compliance with applicable guidelines; and performs related duties as assigned.

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 and/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.

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.

Lifeguard - Provide aquatics safety and supervision for patrons and cautions patrons regarding unsafe activities; monitor activities in the water, pool decks, and ancillary areas of aquatics facilities to ensure the safety of patrons; and, explain and enforce safe swimming programs and pool policies, regulations and rules. Rescue patrons and administer first aid, CPR and AED as needed. Perform all required lifeguard-training skills as needed, inspect and maintain swimming and pool equipment for functionality, ensure proper placement and availability in the pool area, and recommend maintenance and repair as needed. Lifeguards may assist and aid in swim lesson programs under the direction of assigned Swim Instructor.

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

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.

Clinic Nurse – 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.

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.

Instructional Associate, Discipline – 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.

Laboratory Technician, Discipline – 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.

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.

Nurse Practitioner – 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.

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.

Disability Support Services

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 – provides real time captioning to students who are deaf or hard of hearing; performs remote and in-classroom captioning services related to various technical or specialized subject matters that require a skilled level of captioning techniques; and performs related duties as assigned.

Sign Language Interpreter – Provides sign language interpretation to students, faculty, and staff who are deaf or hard of hearing; performs interpreting services related to various technical or specialized subject matters that require a skilled level of fluent interpreting techniques; and performs related duties as assigned.

Police Support Services

Administrative Assistant II – 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.

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 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.

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.

Police Officer I – 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.

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.