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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**INSTRUCTIONAL ASSISTANT – INCARCERATED STUDENT PROGRAM**

**DEFINITION:**

Under general supervision of the Chief Instructional Officer and the Academic Administrator of the Incarcerated Program, this position is responsible for the overall clerical coordination of the Incarcerated Student Program.

##### **DISTINGUISHING CHARACTERISTICS:**

This position assists the faculty in the Incarcerated Student Program by providing the additional assistance necessary to maintain a safe and productive educational environment.

**CLASSIFICATION:**

* FLSA Hourly
* Classified – CSEA
* Date Modified: September 2009

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Under the general supervision of the CIO/Academic Coordinator, responsible for providing clerical or administrative support in the areas of operations, planning, and general coordination of the Incarcerated Student Program
* Assists the Academic Coordinator of ISP and Counseling/Advising in the planning of class offerings for ISP students, assist in scheduling faculty and associate faculty to teach the ISP classes, and work with the FRC Scheduler to get classes into the semester schedule
* Provide general budget tracking and support for ISP program. Support grant consultant on obtaining and administering grants to supplement the ISP budget Work with other college functional departments in the general administration of ISP program, including college administration, Student Services, Admissions and Records, Human Resources, Scheduling
* In conjunction with correctional facility educational administrators, determine student eligibility, assist with registration, and serve as a contact for questions concerning the operational logistics of the program
* Assists students participating in the program, provides referrals to appropriate services and provides tracking and resources for student transfers to other correctional centers
* Assist in the development of ISP forms and procedures as well as publicity materials and other informational materials used in the program
* Under the general supervision of the CIO/Academic Coordinator, coordinate and/or monitor special projects, assignments, and activities
* Monitor, collect, and evaluate appropriate ISP program data. Maintain control files on cohorts in progress, including attendance and grade rosters in conjunction with Admissions and Records
* Support the Academic Coordinator of the ISP in planning and holding meetings with the ISP faculty
* Helps to determine student eligibility, assist with registration, and serve as contact for questions concerning operational logistics of the program
* Participate in orientation activities for new student cohorts
* Select, supervise, and evaluate student employee as assigned
* Review materials pertaining to the ISP and make recommendations for changes and improvements as appropriate
* Plan and participate in on-site visits to correctional facilities participating in the ISP program
* Provide students with institutional information about financial aid and college policies and procedures as appropriate when they are ready to leave the correctional facility

Knowledge of:

* Methods and techniques of individual and group learning assistance
* Principles and practices of program budgeting and monitoring
* English grammar, spelling, punctuation and composition
* Modern office practices and procedures including filing, office equipment operation and reception
* Basic computer operations and keyboard use

Skill in:

* Effective communication skills, both orally and written
* Establishing and maintaining effective working relationships with fellow staff members
* Operating standard computer software for Windows and Adobe based platforms such as: Word, Excel, PowerPoint, Outlook, and Page Maker
* Preparing and maintaining a variety of records, forms and reports

##### **MINIMUM QUALIFICATIONS:**

* Must possess a valid California driver's license and have a satisfactory driving record

**DESIRABLE QUALIFICATIONS:**

* Associate’s in business or related field is preferred

## Community College experience

## Experience skills in instructing students in various topics in Liberal Arts, supporting a distance education program focused on correspondence education, and maintaining a professional environment in an office setting

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

* Vision to read and review student work, administer and score tests and assist students with other academic materials
* Hearing and speech to understand and respond to questions and provide instructions and lead group instructional sessions
* Hand and finger dexterity to administer test, operate computer keyboards, and manipulate books, papers and files

This work is performed in a variety of settings on- and off-campus.