



Classification Title: Education Center Aide

Department:	Multiple	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	11
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs clerical support to students and instructors at a District educational center; provides student escorts and ensures security at the site; performs basic custodial and maintenance duties.

DISTINGUISHING CHARACTERISTICS.

The Education Center Aide is distinguished from Education Center Specialist in that an incumbent in the latter class performs more advanced administrative support, student outreach, assessment and enrollment support.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Patrols education center corridors, classrooms, restrooms, parking lots and other locations in order to observe student behavior and prevent unsafe activities; issues verbal warnings for parking violations.
2. Provides escorts for any persons requiring assistance.
3. Locks and unlocks classrooms; performs general custodial and maintenance functions; cleans and maintains office area; straighten classrooms after use.
4. Contacts the Palomar College Police Department or custodial staff as needed.
5. Greets and directs students, instructors and staff to the appropriate classrooms or staff; assists in distribution of educational equipment and materials to students and instructors; answers inquiries for standard information; posts education center notices, calendars and room reservation calendars; receives student forms and documentation, verifies information is complete; looks up and enters basic information in computer systems.
6. Prepares and compiles packets of materials; copies various documents and materials, including large duplication orders; duplicates, assembles and distributes packets.

Marginal Functions:

1. Assists with special projects.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Equivalent to completion of the twelfth grade.

Preferred Qualifications:

One year of clerical or security experience.

Knowledge of:

1. Safety rules and procedures.
2. Parking rules and regulations.
3. Methods and techniques of patrol and surveillance.
4. Basic custodial and maintenance techniques.
5. Modern office practices, procedures and equipment including computers and applicable software programs.

Skill in:

1. Enforcing parking and related traffic ordinances.
2. Observing and reporting unusual occurrences and violations.
3. Performing a variety of general custodial functions.
4. Providing assistance in various operations of an assigned location.
5. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
6. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
7. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works in both indoor and outdoor conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment. The employee is frequently required to lift up to 25 pounds unaided and lift or move objects up to 50 pounds with assistance.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.