

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE TEMPORARY POSITION DESCRIPTION

**POSITION TITLE:** Grant Facilitator

**DEPARTMENT/LOCATION:** Upward Bound/TRIO; Moreno Valley College, Norco College, Riverside City College

**BASIC FUNCTIONS:** The Grant Facilitator provides supplemental academic instruction to Upward Bound participants in the subject matter of expertise. Instruction is provided after school at local high schools and during Saturday academies. The Grant Facilitator also teaches high school credit courses in the summer.

#### **REPRESENTATIVE DUTIES:**

1. Provides supplemental academic instruction in area of expertise after school and during Saturday academies.
2. Plans and delivers high school district approved course curriculum for Upward Bound summer program.
3. Design course syllabus.
4. Assigns and corrects homework assignments as needed.
5. Plans and coordinates academic instruction with other instructors and with Upward Bound personnel.
6. Evaluates and communicates students' academic progress as requested.
7. Provides final grade/participation reports.

#### **QUALIFICATIONS:**

Experience working with economically-disadvantaged youth. A valid California Clear Teaching Credential in area(s) of expertise is preferred. Must be eligible to legally work in the United States and provide pertinent documentation. Must pass a background check prior to first date of employment.

**HOURS/DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

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The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.