



Now Accepting Applications for the Classified position of:

Life Skills Aide

Transition to Independent Living Program (TIL)



OUR MISSION

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable learning environment defined by applied knowledge leading to students' achievement of their educational goals.

OUR VALUES

1. **Students** and their success.
2. A **learning** community with teaching excellence.
3. An environment conducive to **learning**, fairness, dialogue, and continuous improvement.
4. A communicative, collaborative, collegial, and **respectful culture**.
5. A **partnership** of students, faculty, support services, and community.
6. Innovation, **diversity**, creativity, and critical thinking.
7. Academic, financial, personal, and professional **integrity**.
8. Employees and their **professional development**.
9. A **transparent**, accessible, participative governance structure.

ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

Taft is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

Taft College offers 46 Associate Degrees, 12 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 23 Certificates of Achievement and 21 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



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ABOUT US

Taft Junior College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956 a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

POSITION OVERVIEW

Under general supervision, assist with implementation and development of the functional component of the Transition to Independent Living (TIL) program including behavioral support. Perform related duties as required.



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Position Description

The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.

- Assist in the implementation and development of the functional component of the Transition to Independent Living Program.
- Assist in the modifying objectives specific to the individual needs of students with developmental disabilities.
- Assist with planning and implementation of functional objectives.
- Assist with the development of various materials associated with behavioral support.
- Observe and participate in the evaluation of program participants.
- Assist and train students in the maintenance and care of equipment and facilities.
- Responsible for the safety and welfare of students assigned to the program.
- Maintain accurate student records including attendance, ongoing documentation and special incident reporting.
- As directed, assist students with taking medications on schedule and in appropriate dosages.
- Administer First Aid and CPR, if necessary.
- Assist with the minor repair and maintenance of office equipment in the TIL Residence Hall and/or off campus housing.
- Report emergencies following established processes and procedures.
- Transport students, as assigned.
- Facilitate student activities on Taft College holidays, as assigned.
- Perform related duties as assigned.



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QUALIFICATIONS

MINIMUM QUALIFICATIONS

Education & Experience: Associate degree or equivalent. In the absence of an Associate degree or the equivalent, a high school diploma or equivalent plus two years of experience working with adults with intellectual and developmental disabilities

SPECIAL LICENSES/CERTIFICATIONS

Valid California driver license.

Ability to obtain a Class C with Passenger Endorsement within 6 months of employment.

First Aid and CPR certifications.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRED QUALIFICATIONS

Ability to develop rapport with students having intellectual and developmental disabilities.

Ability to and willingness to assist students and promote good relationships.

Ability to demonstrate fairness and patience in the performance of duties.

Ability to use tact and good judgment regarding interactions with students.

Experience using Microsoft Word and Microsoft Excel.

Familiarity with programs that support people with intellectual and developmental disabilities, i.e. Social Security, Medi-Cal, and Regional Center.

Completion of certificate or degree in Disability Studies or related field.

COMPENSATION

The salary range for the position is a Grade 13 with a range of \$16.91-\$21.58 per hour. This is a part-time, 11-month position.



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APPLICATION PROCESS

Applications will be accepted until February 22, 2019.

REQUIRED MATERIALS FOR APPLICATION:

1. Completed Classified Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current Resume

SUBMIT APPLICATION MATERIALS TO:

- Email: tcjobs@taftcollege.edu
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

FOR MORE INFORMATION:

- Please visit: http://www.taftcollege.edu/human-resources/job_opportunities/
- Call: 661-763-7900
- Email- tcjobs@taftcollege.edu

EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



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