

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2020-2021

Internal Use

#: 2020-02

Requester Name: Tim Heisler **Division Name:** Arts & Humanities

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district [job description](#))

Instructional Assistant (Communication Studies/Forensics)

Position Will Reside in Division/Unit:

Arts & Humanities

Indicate To Whom this Would Report:

The Director of the Forensics Team (DOF).

Indicate if this position or a similar position has been presented to RAC previously and in what years:

This position has been presented to the Resource Allocation Committee EVERY YEAR since 2008. This is a position that is currently identified on the Arts & Humanities Organizational Chart as a "vacant" position. It has been "vacant" for 13 years. We have tried to have it filled for 13 years. O

The position is:

New

Number of Hours per Week: 12

Number of Months per Year: 10

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

Name of Person Currently Holding Position: _____

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

In the past, the assistant's workload has consisted of, but not been limited to, the following:

- Managing team travel (vans, carpools, shuttles, hotel reservations, etc.)
- Management of program resources (computers, visual aid devices, cameras, etc.)
- Creation of handouts, flyers and publicity matters
- Filing and typing materials
- Fulfilling judging commitments
- Director of Speech Night performances every semester
- Assisting management of speech tournaments held on campus
- Assisting students with research

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

Currently, the Director of Forensics is expected to manage all of the above responsibilities AND coach/train the team.

SECTION 1: PROGRAM NEED (contd)

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.

No change.

And/or provide additional information supporting a need for this position and resulting impact on students or program:

Historical Perspective: When the last person to hold this position stepped away from the position and moved out of state, the school district was in financial crisis. The district decided to not immediately replace the vacant position in order to save money. "You can tighten the belt and manage for a few years, can't you?" was the actual statement that was given to us. We agreed. Thirteen years later we are still waiting to get our position back.

If the Director of Forensics is left to shoulder these responsibilities solely by himself/herself then he/she is forced to limit the individual attention all members of the Team need and deserve. The assistant will enable the Director of Forensics to give more one-on-one attention to team members and will allow for more individuals to participate in intercollegiate competition.

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

We are not able to serve our students effectively. As stated above, without an Instructional Assistant, we are not able to manage a Forensics Team as we have in the past. The assistant will enable more one-on-one attention to team members and this person will allow more individuals to participate in intercollegiate competition. Our institution has provided the program with a wonderful new facility; we need staff to manage and grow the program. In the past, the assistant's workload has consisted of, but not been limited to, the following:

- Managing team travel,
- Management of program resources,
- Creation of handouts, flyers and publicity matters,
- Filing and typing materials,
- Fulfilling judging commitments,
- Helping to direct Speech performances,
- Assisting with the every semester on-campus Speech tournament,
- Assisting students with research,
- Editing of student written speeches,
- Helping with Speech rehearsals/practice

The position is primarily designed to provide support for the Speech and Debate Team and is unique in that it requires travel to tournaments. At tournaments, the employee helps to keep team members organized and on task and the person would also be required to help judge at competitions. Based on the number of students the college takes to a competition and based on the number of events the students participate in, a formula determines the number of judges that a school must provide for the tournament. If LPC does not bring enough judges or provide enough judging, the school is financially penalized for not bringing their quota or students are limited from participation.

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

Standard III.A. Human Resources - as described above.

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC PLANNING PRIORITIES:

- Implement the integration of all ACCJC standards throughout campus structure and processes.
- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus

Indicate how this position supports the College's mission and/or planning priorities:

LPC Mission Statement

* Providing Educational Opportunities: The presence of this position allows more students to participate in classroom and intercollegiate competition activities.

LPC Planning Priorities

* Support for the Curriculum Process: This position is all about support. Specifically, support for the Forensics Program. This position will support the existing faculty in their management of the daily operations of the program as well as assist student in the research, development, practice and performance of their presentations.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

This need was described explicitly in a Program Review (Year Since 2008).

This need was implied in a Program Review (Year _____).

This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

The following language reiterates the message found in all of our Program Reviews and Program Review Updates since 2008:

Program Needs. "Our Forensics program still experiences the same needs identified in all of our previous program reviews. We are still in need of a Forensics Assistant. We used to have this position. It was taken away from us during the massive budget cuts that took place 13 years ago. We have been asking to get it back every year since then. We are always denied the request."

Obstacles: What obstacles has your program faced in achieving plans and goals? "We still do not have an instructional assistant for the Speech Program. This position became vacant back in 2007. We have been asking to have this position replaced every year since then. IT IS STILL A POSITION ON THE ARTS & HUMMANITIES ORGANIZATIONAL CHART. We are told every year to identify our needs and obstacles in our Program Review and Program Review Updates. We do so diligently. Each year our request for filling this position, this REPLACEMENT position, is rejected. This is not a growth position, we simply want to HAVE WHAT WE USED TO HAVE. We are now entering our 13th year without this position and it creates a hardship (both instructionally and fiscally) on the Forensics Program's ability to maintain their success (let alone enable the program to grow). You can imagine our frustration."

Short Term Planning: What are your most important plans (either new or continuing) for next year? "We want to hire an instructional teaching assistant for the Communication Studies program."

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

The hiring of an instructional assistant will not only allow for a sharing of the workload for the Forensics program, but it will also provide additional support for the students while operating at distance from LPC. We want our students to have as much accessibility as possible to staff while away from our campus.

SECTION 6: COSTS*

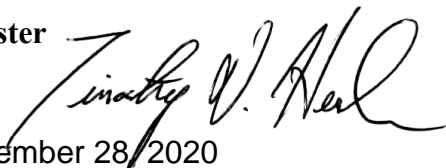
Estimated Increase or Proposed Annual Salary Cost:	\$ _____	12,988.00
Estimated Benefits Cost:	\$ _____	1,299.00
Total Cost for Position:	\$ _____	14,287.00

NOTE: Full Time = 20-40 hours per week or 50% - 100%
Regular Hourly = 18 hours or less per week (<50%)

For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services email to SDavidson@laspositascollege.edu

SECTION 7: SIGNATURES

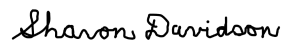
Requester



September 28, 2020

Date - *click for drop-down*

Administrative Services Technician



September 28, 2020

Date - *click for drop-down*

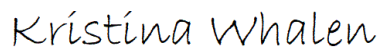
Division Dean



9/30/2020

Date - *click for drop-down*

Vice President



10/02/20

Date - *click for drop-down*

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL ASSISTANT

*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 within the job.*

SUMMARY DESCRIPTION

Under general supervision, provide moderately difficult instructional support assistance at the paraprofessional level to students and faculty to ensure effective and efficient teaching/learning in the area of assignment; provide tutorial assistance to students in a classroom or laboratory setting; and perform a variety of other duties as needed to provide technical and teaching assistance to support instructional program laboratory activities.

Positions in classes within the Instructional Assistant Class Series may be assigned a variety of assignments from those duties listed within the REPRESENTATIVE DUTIES section or a combination of those and other related work functions. Even though the same general level of difficulty and responsibility is found within each position in each class in the series, positions in different classes within the series are not interchangeable and each class has its own particular qualification requirements even though they are derived from a general minimum qualifications section. Each class within the class series is a separate and distinct classification as defined in Section 88001 of the Education Code of the State of California.

DISTINGUISHING CHARACTERISTICS

Positions in the Instructional Assistant class are distinguished from the Senior Instructional Assistant by the level of responsibility assumed. In comparison to the Senior Instructional Assistant, positions at this level do not oversee the day-to-day functions of coordinating services within the center and do not provide lead supervision to other Instructional Assistants. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide learning assistance to students individually or in groups in understanding and assimilating material presented by a certificated instructor in a variety of educational settings; explain cause of errors in oral and written work.
2. Proctor and correct written and performance assignments, check points, and examinations; give oral quizzes; administer speech and hearing test; assist instructor in grading individual student projects.
3. Respond to a variety of student questions and inquiries; direct them to appropriate college resources to address specific needs including tutorial center, transfer center, student health center, and special services.
4. Maintain security of all designated equipment, supplies, and documents.
5. Tutor students in the assigned discipline; maintain a variety of records concerning student course progress including test files, attendance, and enrollment cards.

Chabot-Las Positas Community College District
Instructional Assistant (*Continued*)

6. Provide telephone, email, and in-person support to students whose instructors utilize online learning systems; provide information regarding online classes or procedures for contacting instructors.
7. Develop and revise materials as directed by certificated staff including answer keys, handouts, and various other instructional materials.
8. Participate in regular conferences with instructional staff to exchange information on in-progress assignments and to receive assignments.
9. Conduct class orientations and explain rules, guidelines, and procedures within assigned area.
10. Assist students and faculty in use of automated learning equipment including computers, printers, scanners, copiers, pay stations, and card dispenser machines.
11. Insure proper and safe use of all designated learning and laboratory equipment and perform routine operating checks and preventative maintenance on such equipment.
12. Distribute and account for all designated learning supplies, equipment and materials in accordance with established procedures.
13. Perform general clerical duties; answer phones and relay messages; type a variety of letters and documents; enter information into computer; maintain files and records; report all unsafe or irregular conditions to appropriate supervisory personnel.
14. Assist with the assignment and supervision of student and non-student hourly assistants and maintain student assignment schedules.
15. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles, practices, and application of subject matter to which assigned.
2. Principles, methods and procedures of instructing and providing learning opportunities to students.
3. Methods and techniques of tutoring.
4. Materials and equipment used in the area to which assigned.
5. Interpersonal skills using tact, patience and courtesy.
6. Sensitivity to and understanding of the diverse academic, socio-economic, cultural, and ethnic backgrounds of community college students.
7. Written and oral communication skills
8. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
9. Principles and procedures of record keeping and filing.
10. English usage, spelling, grammar, and punctuation.

Ability to:

1. Assess student needs and provide appropriate instructional assistance and support functions within assigned area.
2. Interpret assignments, instructions, rules and policies to students with various learning styles.
3. Monitor student progress, identify problem areas and recommend effective course of action.

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Instructional Assistant (*Continued*)

4. Relate positively to students in a teaching/learning environment and recognize the difficulties students may have in comprehending the subject matter.
5. Listen actively and effectively, identify and solve problems, facilitate learning for students, and build student confidence in assigned subject matter.
6. Learn the tutoring and operational techniques unique to the assigned center.
7. Apply the specialty and use the equipment unique to the learning center.
8. Prepare and maintain accurate records and files.
9. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
10. Understand and follow oral and written instructions.
11. Communicate clearly and concisely, both orally and in writing.
12. Establish and maintain effective working relationships with those contacted in the course of work.
13. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by two years of college level course work in the specified discipline.

Experience:

Two years of increasingly responsible experience working with materials and/or equipment in assigned instructional field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom or laboratory setting with extensive student exposure.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom or laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

4/30/74; 3/6/79; 5/19/81; 8/1/85; 7/1/88;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional