



Non-Instructional Position Request Form
2014-2015

Range 25 2142

Position Request #17

Division/ Unit: Student Services/Tutorial Center

Position Classification Requested: Instructional Assistant I

Please indicate if this is a request for / to:

- Fill a currently vacant position
Increase of an existing position
New position

For accurate figures in the box below, requestor must see Sharon Davidson (ext. 1632).

Table with 3 columns: Cost Category, Current Amount, Proposed Amount. Rows include Estimate Increase/ Proposed Annual Salary Cost, Estimate Benefits Cost, and Total Cost for Position.

SD 10/22/14
(Increased costs only)

Justification:

Why is this position necessary?

The present part-time Instructional Assistant I is a vital and valuable part of the Las Positas College Tutorial Program. She is the one who assists students that come to the Tutorial Center and Reading & Writing Center...

The Instructional Assistant is the one who enters registration and payroll data into the computer and keeps tutor and student records, handles phone calls and emails on a regular basis. This position is invaluable for the general tutorial program support.

***What educational programs or institutional purposes does this position support? How does the request relate specifically to your Program Review, the College's Strategic Plan, and Accreditation Recommendations?***

The Instructional Assistant in the Tutorial Program supports not only the Tutorial Program but the Reading & Writing Center and is a major part of student success. The diversity of students coming to the Study, Tutoring and Reading Room are all supported and assisted by our instructional assistant. In our Fall 2012 evaluations, 82.7% of those surveyed said their grades improved and 90.7% indicated that the Coordinator and Instructional Assistant were very helpful to them. It is a benchmark of our program that we maintain a positive and encouraging environment in which students can study, receive tutoring and find success. In the Tutorial Program Review, it was indicated that a permanent part-time (18-20 hour a week) instructional assistant needed to be hired permanently if our program was going to continue to grow and provide services to students. For many LPC students, the Tutorial Center is a safe place to go to get the academic assistance needed to supplement classroom work. It supports retention and student success.

With the Student Success Act placing an emphasis on basic skills, The Tutorial Center needs to be more available in coverage and supervision to handle the increased need. Research shows that those who do not complete math early in their college career are significantly hindered. This is one reason we have placed embedded tutors in the math x program. It would be quite beneficial for the Instructional Assistant to be more involved in this segment of tutoring. She is needed to assist in follow-up with Basic Skills students but she does not have time. In general the Tutorial Center is involved in the Six Success Factors that Support Student Achievement. Students stay **focused** when their tutors help them stay on track, study well, and pass their classes. We help students feel **nurtured** by showing them that we care and want them to succeed in their classes. Students are **engaged** as they actively participate in their own learning during tutorial sessions. LPC students feel **connected** in the Tutorial Center—they tell us that they feel welcome, comfortable and a part of something bigger than themselves while in the Center. Students' abilities and experiences are **valued**--that's why we hire peer tutors, who are also students, to share what they've learned with others. And finally, we help students be **directed**—part of tutoring is setting goals and learning how to achieve those goals on a daily basis. The Instructional Assistant is engaged in each of these areas—supporting both the students and tutors. She is engaged in making sure we provide equity for all students and excellence in our program while assisting students to successful completion of classes, programs and degrees.

This position supports accreditation recommendations by supporting online tutoring in both writing and math. The Instructional Assistant assists in setting up the computers for online tutoring and recording data from the sessions.

The person in this Instructional Assistant position relates to the Institutional Strategic Goals.

1. Teaching and Learning: The Tutorial Center is one of the components of excellence in student learning and services. The Instructional Assistant meets students where they are and leads them along the tutorial path for best reaching their goals.
2. Institutional Advancement: The Tutorial Center hires and trains talented and competent LPC students to be tutors. This position is responsible for working with each of these tutors, assisting and answering questions so they can tutor. Several of our former tutors have come back to teach or be on staff in this organization and many are teaching in other places.
3. Diversity and Pluralism: The Tutorial Center hires students that represent the LPC community. The instructional assistant works with all of them on a personal basis.

***Where will the individual work? To whom will the person report? Are there any special equipment/ facilities needs not already budgeted?***

The Instructional Assistant I would work in the Study, Tutoring and Reading Room (2401) assisting mainly in the Tutorial Program and, to a lesser degree, the Reading and Writing Center. This employee would report to the Tutorial Programs Coordinator, Pauline Trummel, the Dean of Student Services, Barbara Morrissey, and ultimately the Vice President of Student Services, Diana Rodriguez. No special equipment or facilities are needed for this position.

***What is the consequence of not funding the position?***

If the Instructional Assistant for the Tutorial Center does not receive increased hours and classification, there will be a serious decline in the number of hours the Study, Tutoring and Reading Room will be able to serve students, a decline in logged hours on the computer and the record keeping will suffer seriously. One of her main jobs now is scheduling the growing number of students requesting tutors. She is unable to keep up with the overwhelming number of requests that need to be scheduled. As a result, once students are scheduled (a two-three week lag from when she gets the request) we find that they have dropped the class since they couldn't get help. In the fall semester of 2013, the total "requests for tutors" was 408. This Fall 2014 we already have 445 requests and it's only the seventh week of the semester. As explained earlier, the Coordinator and Instructor is an adjunct working 22 hours weekly. She relies on the present part-time instructional assistant to keep records, meet students and answer questions when she is working on other concerns. Computer records will suffer and students will not find the help they need. Having a person welcoming students at the reception desk and available to offer help is a key component of student satisfaction with the Center.

***What alternative approaches have been considered in meeting the programmatic demands of this request?***

We had hoped that a part-time Instructional Assistant would be able to meet the Tutorial Center's needs once we could no longer have the temporary employee covering this position. It has, however, not provided enough hours to cover the needs and demands of this growing program. We are drowning under the incredible growth and since Tutor Trac has not been purchased to schedule students with tutors, we cannot meet the ever growing demands upon us. Students are beginning to suffer. No alternative approaches have been considered. It is imperative that we find a way to get a permanent full-time Instructional Assistant I who can continue the tasks she already does and add taking the main part of payroll. Only hiring a full time classified Instructional Assistant II will allow for the coverage and necessary work time so we can continue to run the smooth, successful, and beneficial tutorial program.

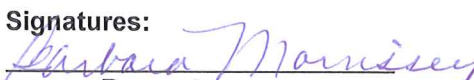
***How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?***


Tutoring is an integral part of student success and the Tutorial Center Instructional Assistant is an integral part of the Tutorial Program. This employee serves students and faculty in the many ways already expressed, as well as in ways that arise daily and differ each day. A friendly face directing a lost student, a hopeful, kind word to a student who is failing are all a part of the impact of this employee. Providing instructors and staff members with information or supplies while they are working up here is important. This position also provides positive contact with our community members. This employee maintains the private tutor list (a community service we provide to the community at large) and often speaks with our community members who are so happy to find tutors for their K-12 students or learn more about the LPC Tutorial Program. Our faculty members are often assisted by the Instructional Assistant when she interacts with them and provides assistance when they are in the Tutorial Center.

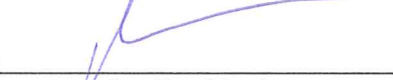
***What other personnel currently provide support to this program and these students?***

There is an adjunct instructor/coordinator who works 22 hours per week and presently an Instructional Assistant 1 who works 18. We have operated in 2401 since the building's opening in 2007 with only two part-time employees. Our staff size needs to be commensurate with the number of tutors we have and students we serve.

**Signatures:**

  
Requestor

  
Dean/ Unit Administrator

  
Vice President

**Completed requests are due to your division Dean by the end of business on October 13. After review at the Division meeting on October 15, please forward to your respective Vice President. Completed requests are due to the Administrative Services Office by October 22; requests will be presented by your Dean at the Resource Allocation Committee (RAC) meeting on November 6.**

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

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## Class Specification

### INSTRUCTIONAL ASSISTANT SERIES I and II

#### **DEFINITION**

This class series specification describes classes which, under general certificated staff supervision, are used to perform moderately difficult tasks at the paraprofessional level in support of the instructional programs.

#### **SERIES TITLES**

Each class title within the series is formed by listing the Academic Division Program or Area after the Occupational Title. Examples are listed below:

INSTRUCTIONAL ASSISTANT - Office Occupations  
INSTRUCTIONAL ASSISTANT - Learning Skills  
INSTRUCTIONAL ASSISTANT - Reading and Writing  
INSTRUCTIONAL ASSISTANT - Mass Communications and Chief Operator, etc.

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.

**Instructional Assistant I** is characterized by such conditions as (a) well defined and specific instructional materials and/or processes provided by the instructor, (b) close supervision with detailed instructions and frequent conferences with the instructor, (c) limited discretion in the use of materials or methods, and (d) both tutoring and operational support activities with emphasis on the latter.

**Instructional Assistant II** is characterized by duties involving fewer routines and (a) requiring more initiative, discretion and judgment in determining the use of materials, equipment and methods, (b) general supervision following prescribed guidelines and procedures, and (c) larger scope of responsibility for providing tutoring or handling complex processes and equipment.

Responsibility will be substantial and extend to such levels as coordinator of a complete student support center or lab serving a large number of faculty and students or providing expert services to students with physical disabilities or special problems

**REPRESENTATIVE DUTIES**

The Instructional Assistant I or II may:

1. provide learning assistance to students individually or in groups in understanding and assimilating material presented by the certificated instructor in a variety of educational settings;
2. proctor and correct written and performance assignments, check points and examinations;
3. give oral quizzes;
4. administer speech and hearing test;
5. explain cause of errors in oral and written work;
6. grade individual student projects under supervision of the instructor;
7. maintain security of all designated equipment, supplies, and documents;
8. tutor students in the assigned discipline;
9. assist with coaching athletes;
10. schedule students and maintain a variety of records concerning student course progress including test files, attendance and enrollment cards;
11. develop and revise materials as directed by certificated staff;
12. participate in regular conferences with instructional staff to exchange information on in-progress assignments and to receive assignments;
13. assist students in use of automated learning equipment;
14. may operate word processing equipment and video display terminal;
15. serve as Chief Operator and provide specialized services in AM/FM radio communications under FCC authorization and supervision;
16. insure proper and safe use of all designated learning and laboratory equipment and perform routine operating checks and preventative maintenance on such equipment;
17. distribute and account for all designated learning supplies, equipment and materials in accordance with established procedures;

18. report all unsafe or irregular conditions to appropriate supervisory personnel;
19. assist with the assignment and supervision of student and non-student hourly assistants and maintain student assignment schedules;
20. perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. subject matter of the area to which assigned;
2. materials and equipment used in the area to which assigned;
3. supportive tutoring;
4. modern office procedures governing the learning center to which assigned, if any;
5. correct English usage.

**Skills in:**

1. working cooperatively with others;
2. the use of student materials in the assigned learning center;
3. the ability to learn the tutoring and operational techniques unique to the assigned center;
4. operating (or ability to learn) word processing equipment;
5. maintaining and updating files using video display terminal;
6. applying the specialty and using the equipment unique to the learning center

**Education and Experience**

Instructional Assistant I: One year of course work at an accredited college or university in the specified discipline and specified areas of concentration, or an equivalent combination of education and experience.

Instructional Assistant II: Two years of course work at an accredited college or university in the specified discipline and specified areas of concentration, supplemented by at least one year of experience as a teaching assistant, instructional assistant or tutor or any equivalent combination of education and experience with faculty recommendation regarding competence in the subject matter.

Approved FCC licensure is required for the Chief Operator (radio station).

**PURPOSE OF CLASS**

To provide instruction - related assistance to students and faculty to ensure effective and efficient teaching / learning in the area of assignment.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

Adopted: 4/30/74 - revised 3/6/79; 5/19/81; 8/1/85; 7/1/88  
Job Family - Technical Paraprofessional  
(p:/instructional asst)