

NON-INSTRUCTIONAL POSITION REQUEST 2016-2017

Internal Use

#: 2016-08

Range 27

Requester Name: Cindy Rosefield, Dan Marschak, Ian Brekke

SECTION 1: SUMMARY INFORMATION

Title of Position Being Requested:
Instructional Assistant - Music

Indicate if this position or a similar position has been presented to RAC previously and in what years:
None

Position Will Reside in Division/Unit:
A & H / Music

A Current or Proposed District Job Description is attached: Yes No

The position is:

New

Number of Hours per Week: 20

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 _____ %

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

Number of Hours per Week: _____

Number of Months per Year: _____

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SEP 23 2016

VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

SECTION 2: JUSTIFICATION

Position Description/Function:

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. Primarily to support the Music Department. Support duties would include but not limited to: assist students in practice room and instrumental sign up/check out; coordinating piano tunings with piano faculty; maintaining the music library (all sheet music for 10-12 performing classes); making copies/scanning music; Assist students with music software (Sibelius); assists with co-curricular and general fund budgets; manage travel and assist students/instructors at MACCC yearly conference; clinician/judge at I PC music festivals/

Indicate To Whom Does this Position Reports:

Cindy B Rosefield, Dan Marschak, Ian Brekke

List other Personnel in the Unit:

Diane Cefalo, Tim Deveine, Fredric Zimmerman

Give historical perspective of the changing workload over a 3-5 year period:

Example:

<i>Workload unit 1 = # Bio/Chem lab students/semester</i>	>	<u>2010</u>	=	<u>900</u>
		<u>2015</u>	=	<u>1000</u>
<i>Change over time is:</i>			=	<u>11%</u>

<i>Workload unit 1 = #Music students/semester</i>	>	2011	=	690
		<u>2015</u>	=	<u>781</u>
<i>Change over time is:</i>			=	<u> </u>

<i>Workload unit 1 =</i>	>	<u> </u>	=	<u> </u>
		<u> </u>	=	<u> </u>
<i>Change over time is:</i>			=	<u> </u>

Comments:

SECTION 3: LPC MISSION, MASTER PLAN, AND ACCREDITATION

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position will have a positive impact on the LPC's Mission and Planning Priorities:

The LPC Music Program is rapidly expanding to provide an inclusive and well-rounded music education for students and community members. As the music department expands, the need for an Instructional Assistant grows by the day. Students, through positive work with an Instructional Assistant, will be able to successfully earn their music degree, transfer, learn, build, and retrain fundamental skills pertaining to their discipline, and earn job opportunities in their field as a representative of Las Positas College. In addition, the presence of a professional full-time

Indicate how this position will have a positive impact on LPC's Educational Master Plan:

The addition of a instructional assistant in music would ensure excellence in student learning in each of the four goals (Educational Excellence, Community Collaboration, Supportive Organizational Resources and Organizational Effectiveness) This position/person would certainly have a positive impact on each of the listed 21 strategies; from supporting existing and new programs to outreach to provide appropriate staffing levels to monitor and analyze student performance.

Indicate how this position will have a positive impact on Accreditation:

By providing this position we will be more in-line with state standards and much more competitive with other programs near us. An instructional assistant strengthens future accreditation processes simply by strengthening our music department as a whole.

SECTION 4: PROGRAM REVIEW AND IMPACT

Indicate how this position will have a positive impact on your Program Review:

The music department has requested the continuing need of help (student assistants, accompanists) in Program Review for several years. With the hiring of an Instructional Assistant, we would have greater flexibility to teach and work with students rather than focusing on the vast majority of duties that surround teaching. The positive impact of an Instructional Assistant would be directly reflected in student success and a stronger, more successful annual Program Review.

Indicate other alternatives that have been considered in lieu of this position to meet programmatic demands:

Currently, the music department enlists the help of Student Work Study and volunteers (tutors, liaison of departments and theater management...) This was ok while we were a small department but in the last 10 years and certainly since the hiring of 2 full time instructors, this is not nearly enough. The instructors have been carrying the load. The current system is not one that can continue with the expansion and improvement of the music department.

Indicate the consequence of not funding this position:

Simply, the fundamental needs fulfilled by an Instructional Assistant (provide learning assistance to students, maintain security of all designated equipment/music, tutor students in assigned discipline, assist in automated learning equipment and software, perform general clerical duties/outreach/publicity, etc.) would not be sufficiently met for the LPC Music Department. This would greatly inhibit future growth opportunities, and LPC's department as a whole would not meet this widely-accepted standards of California Community College music programs.

SECTION 5: COSTS*

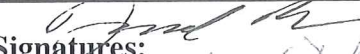
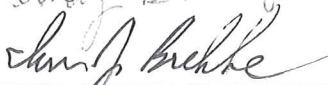


Estimate Increase/Proposed Annual Salary Cost: \$ 16,937 20,324.00
Estimate Benefits Cost: \$ 8,469
Total Cost for Position: \$ 25,406

NOTE:

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

**Costs: For accurate costs below, requestor must contact College Administrative Assistant, Sharon Davidson, in the LPC Office of Administrative Services (ext. 1632).*

SECTION 6: REVIEWS

Signatures:  9/19/16
Andy B. Rosefield 9/19/16
 9/19/16
Requester _____ Date _____
Sharon Davidson 9/27/16
College Administrative Assistant _____ Date _____
Office of Administrative Services _____
 9/22/16
Dean/Unit Administrator _____ Date _____
 9/23/16
Vice President _____ Date _____

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.

Chabot-Las Positas Community College District
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

MUSIC – Instructional Assistant Request 9/16

Position Description/Function:

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. Primarily to support the Music Department. Support duties would include but not limited to: assist students in practice room and instrumental sign up/check out; coordinating piano tunings with piano faculty; maintaining the music library (all sheet music for 10-12 performing classes); making copies/scanning music; Assist students with music software (Sibelius); assists with co-curricular and general fund budgets; manage travel and assist students/instructors at MACCC yearly conference; clinician/judge at LPC music festivals/master classes/workshops; assist in creating all music events publicity (posters, handouts, flyers, newspaper and radio); assist lead chair students within sectionals; coordinate and organize with LPC Theater Technicians/Specialists for events (stage set up/tear down, back stage management, box office)

Indicate how this position will have a positive impact on the LPC's Mission and Planning Priorities:

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