

NON-INSTRUCTIONAL POSITION REQUEST 2016-2017

Internal Use

#: 2016-12

Range 27

Requester Name: Timothy Heisler (in cooperation with Janet Brehe Johnson and James Dobson)

SECTION 1: SUMMARY INFORMATION

Title of Position Being Requested:

Instructional Assistant (Speech/Forensics)

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

This exact position has been presented to RAC (or similar committees) for each of the last eight years.

Position Will Reside in Division/Unit:

ARTS & HUMANITIES

Don Miller's division, the one with Performing arts and English at LPC (not sure of the "new" name).

A Current or Proposed District Job Description is attached:

Yes

No

The position is:

New

Number of Hours per Week: 18

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: _____

RECEIVED

SEP 22 2016

VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

SECTION 2: JUSTIFICATION

Position Description/Function:

The Forensics Assistant would work directly with the Forensics Director and the Forensics Team. This individual would be responsible for administrative duties within the program including (but not limited to) travel arrangements, tournament registration, budget development, visual aid preparation, tournament management, performance direction and judging at tournaments.

Indicate To Whom Does this Position Reports:

The yearly Director of Forensics (which rotates on a yearly basis)

List other Personnel in the Unit:

Timothy Heisler, Janet Brehe Johnson, James Dobson

These the three individuals rotate the responsibilities of Forensics Director on a yearly basis.

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

Example:

$$\begin{array}{rcl}
 \text{Workload unit 1} = \frac{\# \text{ Bio/Chem lab students/semester}}{} & > & \frac{2010}{2015} = \frac{900}{1000} \\
 & & \text{Change over time is:} = \underline{11\%}
 \end{array}$$

$$\begin{array}{rcl}
 \text{Workload unit 1} = \frac{\text{Forensics students/semester}}{} & > & \frac{2,010}{2,016} = \frac{10}{20} \\
 & & \text{Change over time is:} = \underline{100}
 \end{array}$$

$$\begin{array}{rcl}
 \text{Workload unit 1} = \frac{\text{Forensics coaches/semester}}{} & > & \frac{2,009}{2,016} = \frac{2}{1} \\
 & & \text{Change over time is:} = \underline{-50}
 \end{array}$$

Comments:

Our program used to have 2 Forensics Coaches and 1 Instructional Assistant. Now we have 1 Forensics Coach and 1 Assistant Coach (who works 20 hours per week and receives a \$4,950 stipend. During that time the number of traveling/competing students has doubled in size.

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:

Teaching and Learning, Institutional Advancement, Academic and Professional Excellence, Communication and Infrastructure, and Community Life: (SEE ATTACHED)
We foster student success by encouraging students to assess their skills in friendly competitive format (intracollegiate and intercollegiate tournaments). The tournaments also serve to foster growth

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

This position will help with the ORGANIZATIONAL EFFECTIVENESS of the Forensics team because it is designed to assist in the the organizational management of the program, thereby allowing the coach to actually coach the team.

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

unknown

SECTION 4: PROGRAM REVIEW AND IMPACT

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

The forensics program has been operating without our part time classified assistant for the past 8 years. We need this position in order to maintain the level of excellence the Las Positas College Forensics Team has enjoyed over the past several years. By reinstating this position, we will be able to continue our successes and save the forensics budget by not being forced to pay excessive

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

For the last eight years we have asked our former students to volunteer to take up some of the roles that would be handled by this position. If volunteers emerge they rarely last longer than a year and the "training" becomes a continuous and never-ending process due to the rotation of the individuals. Currently, whichever faculty member is helping the director in the Assistant Coach position is grossly

Indicate the consequence of not funding this position:

The Assistant Coach simply cannot continue on at this pace. This individual HAS to cut back his/her commitment to the program. It is detrimental to teach 5 classes AND coach a team for 20 years per wee. This will result in shrinking class size. Shrinking student participation at tournaments. Fewer forensics students able to transfer on scholarships to other institutions. Less LPC community

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

Teaching and Learning, Institutional Advancement, Academic and Professional Excellence, Communication and Infrastructure, and Community Life:

We foster student success by encouraging students to assess their skills in friendly competitive format (intracollegiate and intercollegiate tournaments). The tournaments also serve to foster growth in the program because they provide students with a better understanding of what is required to be impactful, dynamic and successful in public speaking. Speech 1 is a foundation or "gateway class" to the other offering of the speech program. The majority of our students in classes other than Speech 1 have taken Speech 1 first. We take pride in our ability to showcase our talents and successes in the community. Achievements that emerge from the Speech 48 class, namely tournament successes, are recognized by the college. Press releases regarding these accomplishments are delivered to the local media for community recognition. Members of the speech faculty also participate as judges in the annual rotary club speech competitions for our local youth. These activities keep our face in the community.

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.

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

his position will help with the ORGANIZATIONAL EFFECTIVENESS of the Forensics team because it is designed to assist in the the organizational managment of the program, thereby allowing the coach to actually coach the team.

The position will specifically help to achieve SUPPORTIVE ORGANIZATIONAL RESOURCES because it will ensure excellence in student learning by "providing appropriate staffing levels."

ORGANIZATIONAL EFFECTIVENESS will be improved because the position ensure "excellence in student learning by improving organizational processes."

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

Unknown

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

The forensics program has been operating without our part time classified assistant for the past 8 years. We need this position in order to maintain the level of excellence the Las Positas College Forensics Team has enjoyed over the past several years. By reinstating this position, we will be able to continue our successes and save the forensics budget by not being forced to pay excessive judging fees at tournaments. Each coach is eligible to "cover" only so many of his/her students that participate in the

SECTION 5: COSTS*

Estimate Increase/Proposed Annual Salary Cost: \$ 15,243 ~~17,660.00~~

Estimate Benefits Cost: \$ 1,524 ~~1,766.00~~

Total Cost for Position: \$ 16,767 ~~19,426.00~~

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:

Timothy W. Heuler
Requester

Sept 12, 2016
Date

Sharon Davidson
College Administrative Assistant
Office of Administrative Services

9/27/16
Date

[Signature]
Dean/Unit Administrator

9/19/16
Date

Ronan Burt
Vice President

9/22/16
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.

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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