



Non-Instructional Position Request Form
2015-2016

Range 34
2015-9

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Instructional Assistant II (Speech/Forensics)
Division/ Unit: AL&SS, Speech Department

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- New position:
18 hours per week, 10 months per year.
- Increase an existing funded position:
from: 9, 10, 11 month to: 10, 11, 12 month
from: Click or tap here to enter text.% to: Click or tap here to enter text.%
- New categorically funded position: (will be presented as information only & not ranked)
of hours per week, # of Click or tap here to enter text. months per year.

WE ARE RELUCTANT TO CALL THIS A "NEW" POSITION SINCE IT WAS A POSITION WE ONCE HAD BUT WAS NOT REFILLED ONCE IT BECAME VACANT. THAT WAS OVER SEVEN YEARS AGO.

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

This position – already on the Org Chart – is an integral part of the LPC Speech program; it has not been filled for five years. It 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. Besides tournament travel, the person helps the Director and Assistant Director with clerical, organizational, fundraising, and computer support needs. Without filling the position, the LPC Team is unable to bring as many students to tournaments as we have in the past. Fewer students have the opportunity to participate in Forensics activity while this position remains unfilled. Student learning and student learning opportunities suffer.

- a. Give some historical perspective of the changing workload over a 3-5 year period:
Example: Workload unit 1= # Bio/Chem lab students/semester > 2010=900 2015=1000 Change over time is =11%

Workload unit 1=: 10 > 2010; 20 2015: Change over that time is 100% %

The number of participants in Forensic Competition has grown substantially over the past five years due to the popularity and success of the program. Instead of having to go out and recruit students we have found that students are now coming to us and asking to be a part of our team. We now go to MORE tournaments than we used to five years ago, and we consistently travel internationally. This event alone is a HUGE burden on the time constraints for our program.

2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-

- a. your Program Review *"The forensics program has been operating without our part time classified assistant for the past 5 years. We need this position to come back 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 tournament. When that "limit" has been reached additional students are not allowed to partake in the activity OR a financial penalty ensues that drains our budget and restricts our ability to participate in future events. We have documented on dozens of occasions over the last five years the need/necessity for the replacement of this lost position."* Elsewhere in our Program Review, when asked to explain how we assist the college in achieving its' mission statement: *"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."*
- b. our 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.*
- c. other requirements or needs detailed in Master Plans or accreditation
The Institutional Goals addressed: Teaching and Learning, Institutional Advancement, Academic and Professional Excellence, Communication and Infrastructure, and Community Life

3. What other alternatives have been considered in lieu of this position to meet programmatic demands?
Often, former competitive students volunteer to assist with the Team's judging commitment. This has been helpful BUT temporary and limited in terms of what that person can do. They are not able to assist in the daily work and operation of the Program. Increasing the release time of Coaches is not possible; while this might help cover some of the Assistant's duties, it is ultimately more expensive for the program to rely solely upon one individual to complete all of the work.

4. What is the consequence of not funding this position?

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

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.

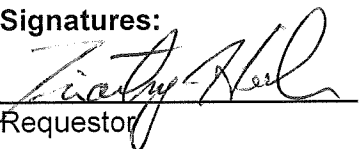
5. Has this position or a similar position been presented to RAC previously and in what years? Explain.
 Yes. This position has been requested every year for the last six years since. I'm not sure what else there is to explain.

For accurate costs below, requestor must contact College Admin. Asst. in the LPC Office of Administrative Services (ext. 1632).

Estimate Increase/ Proposed Annual Salary Cost:	\$ 11,277	**NOTE** Full time = 20-40 hrs. per week or 50%-100%. Regular Hourly= 18 hrs. or less per week (<50%).
Estimate Benefits Cost: (50% of salary)	\$ 1,128	
Total Cost for Position:	\$ 12,405	

Reviewed by & Date _____
 College Administrative Assistant, Office of Administrative Services

Important request deadlines for 2015/2016 (subject to change):
 Fri., Sept. 18, 2015 due in Administrative Services Office with VP signature
 Thu., Oct. 1, 2015 deans will present to Resource Allocation Committee

Signatures:

 Requestor

9/29/2015 ← This version
 Date Submitted

Reviewed by:

 Dean/ Unit Administrator

 Vice President

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

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 DUTIESThe 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)



Classified Position Request Form
2016 – 2017

ALSS

Division/ Unit: Arts and Communication Division (Speech/Forensics)

Position Classification Requested: Instructional Assistant II (Speech/Forensics) 30% 10 mo.

Please indicate if this is a request for / to:

- Fill a currently vacant position (Must attach District job description; see Sharon Davidson for assistance)
- Increase of an existing position (Must attach District job description; see Sharon Davidson for assistance):
 from: 9, 10, 11 month to: 10, 11, 12 month
 from: _____ % to: _____ %
- New position (Must attach proposed job description):

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

Estimate Increase/ Proposed Annual Salary Cost: (assume step 1 for vacant position)	\$ <u>11,277</u> 11,620	**NOTE** Full time – 20 (.50%) to 40 (1.00%) hours per week Regular Hourly – 18 (.45%) hours or less per week
Estimate Benefits Cost: (40% of salary)	\$ <u>1,128</u> 1,538	
Total Cost for Position:	\$ <u>12,405</u> 13,158	

SD Review / Date

Justification:

Why is this position necessary?

This position – already on the Org Chart – is an integral part of the LPC Speech program; it has not been filled for five years. It 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. Besides tournament travel, the person helps the Director and Assistant Director with clerical, organizational, fundraising, and computer support needs. Without filling the position, the LPC Team is unable to bring as many students to tournaments as we have in the past. Fewer students have the opportunity to participate in Forensics activity while this position remains unfilled. Student learning and student learning opportunities suffer.

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 position specifically supports the Speech program and its students. The position and its need are described in the Program Review narrative. The Institutional Goals addressed:

- Teaching and Learning
- Institutional Advancement
- Accountability
- Academic and Professional Excellence
- Diversity and Pluralism
- Communication and Infrastructure
- Community Life

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

The individual will work with the Speech faculty and the Director of Forensics specifically. The person will report to the Dean of Arts, Letters and Social Science. The Forensics Center in the Center for the Arts was specifically built with office space to accommodate this person. The building, the room and the office has been completed, yet we have no individual to occupy the space that was designed and designated for them.

What is the consequence of not funding the position?

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

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.

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

Often, former competitive students volunteer to assist with the Team's judging commitment. This has been helpful BUT temporary and limited in terms of what that person can do. They are not able to assist in the daily work and operation of the Program. Increasing the release time of Coaches is not possible; while this might help cover some of the Assistant's duties, it is ultimately more expensive for the program to rely solely upon one individual to complete all of the work.

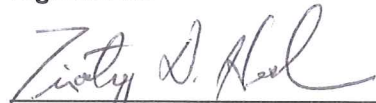
How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?

Speech faculty and students will be impacted positively as will the members of the campus and larger community who attend Speech performances and tournaments. The presence of this person will also increase fundraising opportunities – particularly for team travel. Without additional fundraising and judging potential, we have not been able to consider attending numerous tournaments – even though we have been more than eligible – since this position has been vacant.


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

The full-time Speech instructors who are not in charge of the Team often *volunteer* time to support the students and the program. Also, a number of student *volunteers* offer assistance from time to time. Over the years we have witnessed a sharp decline in our the ability/willingness of these individuals to volunteer their time for free.

Signatures:


Requestor


Dean/ Unit Administrator


Vice President