

**NON-INSTRUCTIONAL POSITION REQUEST
2016-2017**

Internal Use
#: 2016-14

Range 34
Step 5

Requester Name: AutoDef Brian Hagopian

SECTION 1: SUMMARY INFORMATION

Title of Position Being Requested:

Instructional Assistant II

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

This position was presented last year (AY 15-16) to RAC

Position Will Reside in Division/Unit:

CATSS

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

The position is:

New

Number of Hours per Week: _____

Number of Months per Year: _____

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: 60 % to 100 %

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:

Instructional Assistant II, Neil Carey has worked in the building 800 "Toolroom" for approximately 9 years supporting the Automotive Technology and Welding Technology programs and reporting to the Dean of the CATSS division. Over the course of the 9 years Neil has held the position, hours have been primarily part time supporting evening and Saturday instruction (M-Th 6:15 PM-10:15 PM and Saturday 8-5, 24 hours a week). For a brief time Neil was put to 100% after the Toolroom's Lab Technician IV retired and it took 1.5 years to hire a new Lab Technician IV. Instructional Assistant II's primary functions in the toolroom are evening and Saturday Auto and Welding toolroom coverage when Lab Technician IV is off, materials preparation for auto and welding, equipment fabrication, minor emergency repairs on equipment that occur during work hours and assisting faculty with lab safety and toolroom security. The only other personnel in this unit is a Lab Technician IV and usually one (sometimes two) Student Assistant(s) (funded by FWS) that cover lunch breaks and the gap between when Lab Technician IV goes home at 5:15 PM and Instructional Assistant II starts at 6:15 PM.

Indicate To Whom Does this Position Reports:

CATSS Division Dean Don Calson

List other Personnel in the Unit:

James Weston Lab Technician

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>

Workload unit 1 = _____	>	_____	=	_____
		_____	=	_____
Change over time is:			=	_____

Workload unit 1 = _____	>	_____	=	_____
		_____	=	_____
Change over time is:			=	_____

Comments:

In this situation, justification for this increase cannot be based on student work load alone because over the past 3-5 years student workload has not changed, classes have been mostly at capacity. What has changed in the past 3-5 years is the amount and complexity of tools and equipment in the

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:

Allowing our Instructional Assistant to go full time will allow our programs to always have the necessary materials and equipment ready to go to optimize our students learning opportunities in Career Technical Education. In addition, having a fulltime Instructional Assistant will allow faculty more time to focus on pursuing LPC's Planning Priorities instead of working on materials prep and

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

We have heard that LPC's Educational Master Plan will include the Automotive and Welding Technology Programs possibly getting a new facility with the new Measure A funds. With this in mind it will be of top priority to have adequate support staff to not only support what will hopefully be a larger facility but also be there to help and give input of the construction and move into the new

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

Having adequate support staff to support faculty and students is a required component of any Accreditation. Allowing our Instructional Assistant to go full time will support that goal.

SECTION 4: PROGRAM REVIEW AND IMPACT

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

Automotive Technology Program Review Section C3 Page 8- "Lab assistant that is at 24 hours should be raised to 40 hours to cover night classes and Saturday classes in Automotive and welding." Automotive Technology Program Review Section C4, Page 9- "Instructor must now cover tool room duties on both sides because not enough hours are available for tool room work. This lead

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

As mentioned, we currently employ one or two Student Assistants to try and cover the basic gaps in toolroom coverage. While the student assistants are valuable to our programs and gain valuable experience they should not be expected to do skilled maintenance, repairs or fabrication and are no substitute for skilled classified staff.

Indicate the consequence of not funding this position:

The consequences of not increasing funding for this position are...
1. Continued gaps in coverage in the labs and toolroom, leaving faculty alone teaching/supervising students in the lab and having to check out tools, fix equipment, etc. which will lead to serious safety concerns.

SECTION 5: COSTS*

Estimate Increase/Proposed Annual Salary Cost: \$ 29,505.00

Estimate Benefits Cost: \$ 22,720.00

Total Cost for Position: \$ 52,225.00

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:


Requester

8-29-16
Date

Sharon Davidson
College Administrative Assistant
Office of Administrative Services

9-22-16
Date


Dean/Unit Administrator

9-21-16
Date

Ronna Bri
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.

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