

# CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

## 2020-2021

Internal Use

#: 2021-06

**Requester Name:** \_\_\_\_\_ **Division Name:** \_\_\_\_\_

### SUMMARY INFORMATION

**Title of Position Being Requested:** (Note: Please also attach a current or proposed district [job description](#))

**Position Will Reside in Division/Unit:**

**Indicate To Whom this Would Report:**

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

**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:        \_\_\_\_\_ %        to        \_\_\_\_\_ %

**Name of Person Currently Holding Position:** \_\_\_\_\_

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

**Number of Hours per Week:** \_\_\_\_\_

**Number of Months per Year:** \_\_\_\_\_

## **SECTION 1: PROGRAM NEED**

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**What key responsibilities would this person assume?**

**List other Personnel in the Unit (i.e. with shared or similar responsibilities):**

## **SECTION 1: PROGRAM NEED (contd)**

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**Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.**

**And/or provide additional information supporting a need for this position and resulting impact on students or program:**

## **SECTION 2: STUDENT LEARNING AND SUCCESS**

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**Explain how this position will contribute to and/or support student learning and success:**

**Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:**

### **SECTION 3: LPC MISSION AND PLANNING PRIORITIES**

#### **LPC MISSION STATEMENT:**

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

#### **LPC PLANNING PRIORITIES:**

- Implement the integration of all ACCJC standards throughout campus structure and processes.
- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus

**Indicate how this position supports the College's mission and/or planning priorities:**

## **SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS**

**Please check one.**

- This need was described explicitly in a Program Review (Year\_\_\_\_\_).
- This need was implied in a Program Review (Year\_\_\_\_\_).
- This need was not included in a Program Review, but has become a need since that time.

**Explain, including language from Program Review (if available):**

**SECTION 5: SAFETY (if applicable)**

**Explain how this position will improve safety on campus or within your unit:**

**SECTION 6: COSTS\***

**Estimated Increase or Proposed Annual Salary Cost:** \$ \_\_\_\_\_

**Estimated Benefits Cost:** \$ \_\_\_\_\_

**Total Cost for Position:** \$ \_\_\_\_\_

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

*For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services email to [SDavidson@laspositacollege.edu](mailto:SDavidson@laspositacollege.edu)*

**SECTION 7: SIGNATURES**

**Requester**

*Richard Dry*

**Administrative Services Technician**

Date - *click for drop-down*

Date - *click for drop-down*

**Division Dean**

**Vice President**

Date - *click for drop-down*

Date - *click for drop-down*

**Classified Position Request  
2020-2021**

**Section 1: Program Need**

**What key responsibilities would this person assume?**

(continued from Position Request form)

These students require extra support from the embedded Instructional Assistant in order to persist and achieve the transfer-level skill outcomes for this course. Instructional Assistants help students with essay organization, essay editing and revision, MLA formatting and citing, and topics such as study skills and reading strategies. The Instructional Assistants also work on just-in-time remediation, guiding students to the Support Hub (including Tutoring, Health Center, etc.) as needed.

In addition to taking on all of these critical responsibilities, the requested positions would expand Instructional Assistant support to students in English 1A (currently offered no Instructional Assistant support) and allow the English Department to offer English 204NENG/104/1AEX in the summer (presently impossible without Instructional Assistant support).

**Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years**

**(refer to your program review relating to human resources.) You may use narrative or relevant data.**

(continued from Position Request form)

- In Fall 2017, we added English 1A (transfer-level) sections, post-Multiple Measures Assessment Project (MMAP), and many more students began directly entering English 1A with 2.5 high school GPA placement, which meant that 104 and 100A sections (our non-transfer level courses) were reduced.
- Though success rates in English 1A stayed stable, validating the hypothesis that more students were ready for English 1A than Accuplacer had suggested, we saw a wider diversity of student preparation and needs. The success rate stayed roughly the same, 75%, providing validation that these students were, in large part, prepared to do transfer-level work. Still, as captured in the data packets prepared for Fall 2019's program review, the number of students receiving grades of F and W in English 1A increased (+7% each).
- To focus on the needs of the roughly 25% who had not been passing 1A, we decided to place basic skills Instructional Assistants in English 1A classrooms beginning in Fall 2017. As a result, they began splitting their time between assisting instructors and students in English 104 and English 1A. This created equity issues, as we have over twenty sections of these courses, and we had to spread Instructional Assistants' time to a minimum in some sections, while some sections couldn't be offered support at all because of conflicts with Instructional Assistants' hours. To add to equity issues, students enrolled in 1ADE sections or summer session 1A



sections received no support at all from Instructional Assistants or from campus tutorial services.

- To address the skills gap that some students faced when beginning English 1A, we devised a course that was transferable but offered extra support. Beginning in Fall 2019, all students with a 2.49 GPA and below entered the new “expanded” English 1AEX. Because of our limited Instructional Assistant hours, we pulled all Instructional Assistant support from 1A courses at this point and focused Instructional Assistants in 204NENG/104/1AEX courses (all offered in face-to-face mode).
- In Fall 2020, after the online experience of Spring 20, it became clear that all Instructional Assistants’ hours would need to be embedded in the now online 204/104/1AEX courses. This means that currently, 29 sections of English 1A receive no Instructional Assistant support at all, even though there are students in these sections with virtually the same GPA (a 2.51, as opposed to a 2.49, for instance) and the same need for support as those in 1AEX.
- Without the additional Instructional Assistant positions that we are requesting, this limited coverage and support will continue when we move on from remote learning. It is difficult to see how success rates will increase, or withdrawal rates will decrease in 1A without additional Instructional Assistant support.
- Our Instructional Assistant positions are all currently 10-month. Without our requested 12-month Instructional Assistant position, we have not been/will not be able to offer any summer sections of 204/104/1AEX, and the sections of 1A that we do offer in summer will continue to receive no support from Instructional Assistants. This limits the possibility of increased through-put rates for these courses, and it also continues a history of equity issues.

**And/or provide additional information supporting a need for this position and resulting impact on students or program:**

(continued from Position Request form)

- These classified coaches are vital to helping LPC English reach the success rates that other colleges are seeing.
- At this point (Fall 2020), we see students struggling in 204NENG/104, 1AEX, and 1A courses. The students’ needs are diverse. The greatest needs are in 204/104 and 1AEX courses, which we are barely able to support with the Instructional Assistant hours we currently have. More instructional Assistant hours are needed in order to offer these classes at different times and in different modalities (rather than the limited time/day offerings we currently have). Also, many students who enter 1A with a GPA of over 2.49 are still struggling to establish learning (affective) skills and basic English skills. Extra Instructional Assistant hours will provide some targeted support for students in 1A stand-alone sections by coordinating with Instructors and offering just-in-time remediation and coaching for students in distress. Currently, support for these students is uneven and inconsistent. For example, even with the boost in funds coming after the pivot away from NetTutor, Jin Tsubota can only find tutors in the afternoons, creating access issues, and RAW tutors are not available in the evenings. Indeed, Instructional Assistants embedded in evening classes are often the only connection to campus support that students have. Additionally, these students are usually in their first semester of college, and they may not know how to access tutoring, nor may they feel comfortable going to see a "Tutor" in an institutional setting. Working with an Instructional Assistant is often a gateway

for these students to understand how helpful support can be and where to seek it out in the institution once they complete 1A. In fact, our Instructional Assistants are often the ones who first introduce and acclimate first-semester students to all the support systems at the college.

- We believe that adding more Instructional Assistants is the most logical way to meet our students' diverse needs, given our institutional culture and history in basic skills English, our track record of working well with Instructional Assistants to serve the needs of the students, and our collaborative curriculum around grammar, essay structure, and MLA/research skills. Unlike any other college tutoring, Instructional Assistants understand the curriculum and scaffolding of skills for students in 204NENG/104/1AEX/1A. They can step in and help students navigate the course no matter the class/section or instructor in question.

- We propose that Instructional Assistants will continue to be embedded in English 204NENG/104 and 1AEX courses. Additionally, they are needed to coach students in the stand-alone English 1A sections through just-in-time remediation, workshops, small-group tutoring sessions, etc.

To meet these needs, we are asking for one 24-hour, 10-month Instructional Assistants and one 24-hour, 12-month Instructional Assistant based on the following calculations:

- We need to institutionalize Instructional Assistant embedded support in all English 204NENG/104/1AEX courses, and at least 3-hour per semester Instructional Assistant support for students in English 1A stand-alone courses. This means that Instructional Assistants are needed for early morning and night classes, DE courses (all modalities), and Hybrid courses, as well as summer sections, which currently have no support. We are currently only able to support 8-11 sections of 204NENG/104/1AEX courses per semester, and we are unable to put Instructional Assistant support in any courses offered over summer or in any courses offered at a time not currently scheduled for our Instructional Assistants. Closing this equity gap will up the Instructional Assistant hours from 180 to 270 per year, assuming the structure of a modest 3 hours per semester for each stand-alone 1A class.

- Currently, we have placed Instructional Assistants in the lab portion of the expanded AB705-compliant English 1AEX courses. Maintaining this coverage has resulted in an increase of roughly 260 Instructional Assistant hours per year.

- We still offer approximately three English 204NENG/104 basic skills sections per year, requiring 3 hours per week per lab throughout the semester. This continuation of basic skills offerings will require an additional 210 Instructional Assistant hours per year.

- We need to offer support for summer session 104/1AEX/1A course offerings, requiring 144 additional Instructional Assistant hours per year.

- Aside from time spent embedded in classes or addressing just-in-time remediation, the Instructional Assistants need additional time to allow for lesson preparation, sending/answering email, Canvas messaging for targeted interventions with students, Canvas maintenance for shared materials and modules, Instructional Assistant/instructor course planning conferences, and maintenance of shared English program materials. Our current Instructional Assistants' hours limit our abilities to support these best practices, and we have found an increased need for these practices as AB705 is becoming fully implemented.

## Section 2: Student Learning and Success

**Explain how this position will contribute to and/or support student learning and success:**

(continued from Position Request form)

Having an instructional assistant in the lab and/or classroom helped me understand the grammar lessons.

strongly agree 57%

agree 43%

not sure 3%

disagree 0%

strongly disagree 0%

instructional assistant not used in my class 0%

Positive impacts: Support from instructional assistants

Strong support 63 (number of students, not percent)

Moderate support 23

Almost no support 5

This was the second-highest after:

Support from instructor

Strong support 66

Moderate support 23

Almost no support 2

The number of students citing Instructional Assistant support was significantly higher than the number citing family support, support from classmates, or friends' support.

Student learning is also profoundly influenced by habits of mind and feelings of safety, confidence, and belonging. Instructional Assistants, at a remove from grading, often have qualitatively different relationships with students and can help encourage students to recommit themselves to their work.

**Explain how this position will have a positive impact on Accreditation or strengthen the college's**

**adherence to the ACCJC standards:**

(continued from Position Request form)

II.A.2

Faculty, including full-time, part-time, and adjunct faculty, ensure that the content and methods of instruction meet generally accepted academic and professional standards and expectations. *Faculty and IA experience in English 104 indicate that helping students rise to the expectations of English 1AEX/1A work will be incredibly challenging. Once high-performing students left English 104*

*for English 1AEX/1A, faculty found that they had to make serious adjustments as far as what they could cover due to students' high needs in the areas of reading, grammar, and time management in particular. Now, we will have to bring these same students up to the performance expectations of*

*English 1A. Having one faculty member in a class of 25 1AEX/28 1A who is expected to maintain academic and professional standards and expectations will not be tenable.*

#### II.A.4

If the institution offers pre-collegiate level curriculum, it distinguishes that curriculum from college level curriculum and directly supports students in learning the knowledge and skills necessary to advance to and succeed in college level curriculum.

*Students need direct support. The best place to get this is in the classroom, "just in time," as the California Acceleration Project puts it. At the same time, we will need to be aggressive about increasing tutor availability and providing embedded forms of support.*

#### II.A.7

The institution effectively uses delivery modes, teaching methodologies and learning support services that reflect the diverse and changing needs of its students, in support of equity in success for all students. *It will not be possible to meet this standard under AB705 without more instructional support in the classroom. The diversity of our students' needs is writ large in the current English 104 classroom and is even more prominent in our expanded 1A offerings.*

#### II.B.1

The institution supports student learning and achievement by providing library, and other learning support services to students and to personnel responsible for student learning and support. These services are sufficient in quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education and correspondence education. Learning support services include, but are not limited to, library collections, tutoring, learning centers, computer laboratories, learning technology, and ongoing instruction for users of library and other learning support services. (ER 17)

*Instructional assistants will allow us to provide sufficient quantity of staff to support students in their classrooms. They can also connect them to other support services, as they currently do.*

#### II.B.3

The institution evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services includes evidence that they contribute to the attainment of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.

*Instructional assistants help students reach the following English 104 outcomes and will continue to do so for English 1A; we now need them in the expanded 1A, every day.*

*SLO's, English 104:*

- *Upon completion of English 104, students will be able to use a variety of sentence structures.*
- *Upon completion of English 104, students will be able to write about an author's words and ideas in an academically responsible way.*

*SLO's, English 1A/1AEX:*

- *Upon completion of English 1A/1AEX, the student will be able to use effective and correct sentence structures to convey ideas.*

*Students' performance on the SLO assessment project focused on citation was one factor leading to bringing IA's into the stand-alone 1A classroom.*

### III.A.9

The institution has a sufficient number of staff with appropriate qualifications to support the effective educational, technological, physical, and administrative operations of the institution.

*(ER 8) Without these positions, English will not have sufficient staff to bring our students' performance up to its potential. In addition, English students will not have equal access to the in-class academic and affective skill support that only Instructional Assistants are uniquely qualified to provide.*

### **Section 3: LPC Mission and Planning Priorities**

**Indicate how this position supports the College's mission and/or planning priorities:**

(continued from Position Request form)

As related to the district's goals, it is worth noting that without taking aggressive measures to foster student success in English 1A courses, the CLPCCD will sharply reduce the possibility of meeting its Vision for Success goals, whether increasing by 20% the number of students earning degrees, credentials, certificates, or specific skill sets within five years or reducing equity gaps by 40%; LPC will

also be putting itself at risk of not meeting accreditation standards (see above); LPC Planning Priorities will also not be met: Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

In our Fall 2017, Fall 2018, and Fall 2019 English Department program reviews, we had the following to say about the tutoring that our Instructional Assistants provide: "There is no campus staff that can better support a student's learning in the English discipline than an Instructional Assistant. No tutoring program or service works as closely or as effectively with English courses and the English program curriculum than an instructional assistant."

For years, the college's planning priorities have included "Tutoring Services: Expand tutoring

services

to meet demand and support student success in Basic Skills, CTE, and Transfer courses."

Tutoring in English, both basic skills and transfer, is a specified item on the Instructional Assistants' district approved, collectively bargained job description:

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
5. Tutor students in the assigned discipline

While tutoring is no longer a distinct planning priority, "coordinating needed academic support and removing barriers" speaks directly to the need for Instructional Assistants. As we face a seismic shift unlike any we have seen in decades, LPC needs to commit to depth and breadth of tutoring. Instructional Assistants provide "intrusive" tutoring, a particular need of the "basic skills" population

that will now be entering transfer-level English to "maximize their potential" for earning a college degree.

Stated plainly, English department Instructional Assistants are the most accessible and best tutors for our English 204/104, 1AEX, and 1A students. They are a vital component of the tutoring infrastructure at the college.

### **Section 6: Costs**

Cost estimates for both positions, listed separately

#### **Estimated Increase or Proposed Annual Salary Cost:**

\$31,171 (Range 33 Step 1, 60% 24 hrs/wk 12 month)

\$25,976 (Range 33 Step 1, 60% 24 hrs/wk 10 month)

#### **Estimated Benefits Cost:**

\$17,144 benefit cost (55% of salary) – 12 month

\$14,287 benefit cost (55% of salary) –10 month

#### **Total Cost for Position:**

\$48,315 – 12 month

\$40,263—10 month

#### **Total Cost: \$88,578 for both positions**

### **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)**

**2**

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)**

3

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