

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Instructional Assistant II

Dept/Program: English and Study Skills Center

Submitted by: Jeannie Kim

PT/FTE: Part-time

New or Replacement: Replacement of a budgeted position

Salary/Benefit Costs: \$7,085 Salary + \$340 Benefits

Total Costs: \$7,425

Funding Source: ESSC

Are there Salary Savings: Yes, due to the reduction of pay rate from the senior employee to new employee

Description of duties and responsibilities: Provide tutorial assistance to students in the English and Study Skills Center. Assist instructor/supervisor by working, upon request, with small groups of students or an individual student. Maintain required records of progress and share records with the instructor and/or supervisor. Work with instructor/supervisor concerning instructional materials and equipment needs for assignments. Assist in the administration of tests. Confer with supervisor on a regular basis regarding services, activities and progress in the assigned area. Keep routine records. Assist students with research skills and documentation Assist students with use of Microsoft Word and PowerPoint. Assist instructor in executing plans for the special assignment area; supervise students, where appropriate, in the execution of plans. Participate in meetings which focus on the needs of students; set up work areas and prepare materials and equipment needed. Develop creative methods and techniques within the suggested framework of the supervisor. Attend staff development and in-service training programs as appropriate. Maintain an inventory of instructional supplies and materials; arrange for and operate audio visual equipment.

Does Position act as an entry point for the college? Should it be bilingual?

The English and Study Center often is the first major center of support for students, particularly for new students who, depending on the effectiveness of the support centers on campus, may choose to continue on or become discouraged and not return. Thus, this position largely makes for positive retention in all areas of the campus, particularly in English and Humanities. The ability to speak another language other than English is not required for this position due to the nature of the Center, but awareness of the non-native speaker's particular challenges is needed.

What would happen if this position weren't approved? Without this position, the English and Study Skills Center availability to students would be detrimentally affected in the afternoon. At times, this position is the only classified Instructional Assistant staffing the desk. If this position were not replaced, students needing help in the afternoon hours would be denied access. For some, that would mean the difference between success and withdrawal. In addition, without the ability to adequately support basic skills English classes in the afternoon, the ESSC would have to reduce its support to the English department lab courses and support of students requiring assistance with basic skills acquisition in middle of the school day.