

## Classified and Administrative Position Request Checklist

This checklist is your cover page to your request (pages 3-9)

**NOTE: Non-Instructional Position Requests are required for Classified and Administrative positions only**  
Incomplete forms will be returned.

✓	Action Item	Action Required
	Review Purpose	<p>Submission of the following request to the Resource Allocation Committee (RAC) is required for the following:</p> <ol style="list-style-type: none"> <li>1. Requesting a new position;</li> <li>2. Requesting increased hours for an existing position;</li> <li>3. Informing the committee of the intent to hire a temporary grant-funded position.</li> </ol> <p>Non-Instruction position requests are <b>not</b> required for:</p> <ol style="list-style-type: none"> <li>1. Temporary positions supported by general funds;</li> <li>2. Positions currently funded, but vacant for less than 24 months;</li> <li>3. Approved positions, but with a failed search. Approval is extended for 12 months only.</li> </ol>
	Section 6: Costs	<p>Costs associated with this position request must be calculated by College Administrative Services Technician, Sharon Davidson before submitting to your Division Dean.</p> <ul style="list-style-type: none"> <li>• Calculation requests must be into Sharon no later than October 31 to meet November 8 deadline for Division Dean submittal</li> <li>• Send requests via email to <a href="#">Sharon Davidson</a></li> </ul>
	Division Dean Signature	The Division Dean will review the Classified & Administrative Position request form for completion and confirm job description is attached.
	Vice President Signature	The Vice President will review the Classified & Administrative Position request form for completion, and required signatures.
	College Administrative Services Technician	The College Administrative Services Technician will verify the Classified & Administrative Position request form Section 6: Costs, and forward for scanning.

# CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

## 2023-2024

Internal Use

#: 2024-

**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**



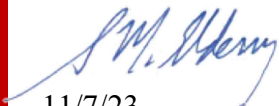
**Administrative Services Technician**

Date - *click for drop-down*

Date - *click for drop-down*

**Division Dean**

**Vice President**



11/7/23

Date - *click for drop-down*

Date - *click for drop-down*



# **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.

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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