This form should be used for requesting new staff positions and included in the program review process.

Initiator: Cheryl Tucker

Date: 10/30/14

Department: EOPS

Requested Amount: $17,000 for 2014/15 and $50,000 per year to continue – categorical funds have been set aside for.

Divisional Rank (if any):

Position description (please provide details about the position need):
[form will expand as needed]
Instructional Support Specialist III - EOPS

This position is needed primarily for two reasons: 1) To support the implementation and coordination of a Supplemental Instruction Program that is specific to meet EOPS student needs and 2) To provide math tutoring and math placement preparation for EOPS students that place into basic skills level math

Standard district job description for ISS3:

Summary: Under the technical direction of one or more members of the faculty and instructional administrators, provides assistance to students in multiple academic settings to enhance their learning ability. Designs, constructs, and/or fabricates equipment, modules, simulations, and experiments that will assist the instructor in the delivery of desired instructional outcomes and enhance student learning.

- Essential Duties and Responsibilities: Works with faculty/instructional administrator to design, construct, modify or rebuild equipment, modules, experiments that will be used in the classrooms and laboratories and various related but different subject areas. Provides technical assistance to students, faculty and staff; troubleshoots and diagnoses problems with equipment; may assist in setting up laboratories.

- Provides work direction for student helpers, work study students and staff. Coordinates work schedules to insure coverage. Orient s new staff to the procedures and policies of the laboratories. Trains staff in the safe maintenance and use of all equipment used in the laboratories. Monitors performance and security and reports any problems to administrative supervision.

- Assesses student learning habits and needs, then develops alternative learning plans and exercises to meet those needs. Designs include the use of multiple media to facilitate presentation and learning. Participates in the development of courses or instructional modules that target alternative learning styles.

- Provides instruction to individuals and small groups on specialized subjects, including the learning methods used to enhance learning. Develops materials to support instruction.

- Acquires, maintains, and inventories equipment, materials, supplies, written materials, software and hardware required for student instructional needs. Checks out equipment, supplies, and materials to students.

Performs other duties as assigned that support the overall objective of the position.

Statement of Need (Justify the need for the position)

The number/percent of EOPS students who place into basic skills level math will decrease (currently 61%). EOPS course success in math and science will increase. EOPS student persistence and completions will increase. The EOPS survey results and analyses of appointment attendance data indicate that students need more tutoring in the areas of math and science. This position supports the districts Educational Master Plan and Strategic Plan goals and objectives in regards to enhancing student support and engagement, improving basic skills success, increasing transfer, degree and certificate completions, and improving success among underrepresented populations.

EOPS will serve approximately 300 new students this year that will place into non-credit math (200 or 300 level math – not degree applicable) and need help improving their placement score so they can start at a higher level.
Link with Institutional Goal/Assessment Results (Describe):

<table>
<thead>
<tr>
<th>SP1.1.4</th>
<th>Enhance student support and engagement</th>
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</thead>
<tbody>
<tr>
<td>SP1.1.5</td>
<td>Improve basic skills success</td>
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<tr>
<td>EP1.1.2</td>
<td>Improve support for students</td>
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<tr>
<td>EP1.1.3</td>
<td>Improve effectiveness of basic skills education</td>
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<tr>
<td>EP1.1.4</td>
<td>Increase transfers and degree and certificate completions</td>
</tr>
<tr>
<td>EP1.1.6</td>
<td>Improve success among underrepresented populations</td>
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</tbody>
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