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

Initiator: Julia Peterson

Date: 10/31/14

Department: Adult Education

Requested Amount: $25,000

Divisional Rank (if any): 

Position description (please provide details about the position need): [form will expand as needed]

Temporary staff: Adult Education and Noncredit student services support

Statement of Need (Justify the need for the position)

Adult Education and Noncredit classes are occurring and planned in many different areas across the District including CR facilities, elementary schools, high schools, Humboldt and Del Norte County jails, The Job Market, the California Conservation Corps, the Jefferson Community Center, tribal locations and more. Many of these students can not complete online registration due to the inability to speak or write English, illiteracy, incarceration, lack of computer skills, and/or lack of access to a computer. These students must register for classes using paper registration forms. As Noncredit and Adult Education grow, the number of paper forms has been growing and now requires additional staff to support this function.

Link with Institutional Goal/Assessment Results (Describe):

This request links to increasing student persistence, increasing FTES by keeping students in noncredit classes and helping them transition into credit classes.