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COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	American Sign Language
Position Title	Instructional Lab Assistant
Salary Range	Up to \$15,650 + Benefits
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	20 hours per week for 10 months

Q2

Replacement for a funded (vacant) position

What type of position is being requested?

Q3

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

20 - INSTRUCTIONAL LAB ASSISTANT INTERMEDIATE (1).docx (19.6KB)

Q4

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position?(200 words or less)

This person will help us create dynamic presentations and lessons that will enhance the way we are able to initiate and carry out effective faculty contact in the specific area of content delivery which may be one of if not the most important things in any of our courses that will help capture and hold our students' interest in our courses.

This person will also help scaffold our students' language skills and help our students work on their discourse and pragmatic understanding and ensure our students achieve the conversational proficiency as promised to them in our course objectives. Many of our students are largely entrapped in their homes during this time and unable to meet with other signers or their instructors during their limited office hours. We truly need a lab assistant for these two reasons.

Q5

Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

Our instructors have largely taken it upon themselves to develop and improve their online content delivery. We support each other the best we can, but it can be challenging and very time consuming for some of our instructors. With the presence of a lab assistant, we will be able to ensure we create robust lessons and presentations.

We had a lab assistant for several months previously. This person was a huge help. At the same time, he was young and eventually needed to move on to pursue other goals.

Q6

How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? **Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/intern/volunteer/work-study, and services provided.** (200 words or less) (Rubric Criterion 2)

This shift or exodus of sorts to online learning and classes may not be temporary. This may be a rather permanent shift in which the majority of students prefer to sign up for online classes. This makes it even more important for us to have strong, dynamic and creative content in our classes, which will make sure we are able to attract and retain students in our classes. Having a person with these technology skills that will be able to support the department in this way is extremely significant.

Q7

Organizational Health

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

Q8

Please explain how the requested position will support the college strategic priority(ies) identified above. (200 words or less) (Rubric Criterion 3)

Both our students and instructors need this type of support. There are numerous ASL programs in the San Diego area that we have to compete with. Our ASL instructors are not always the most tech savvy, and they only have a limited amount of time available to meet with their students. This is an imperative need for us that will support the ASL Department as a whole in so many positive ways and will help us attract and retain students while allowing our instructors to focus more on what they do best, teaching, instead of possibly struggling to use some complex programs or tech based resources as integral parts of their course without any type of consistent support.

Q9

How will the position impact the ability of the program or service area to innovate and meet changing needs? (200 words or less) (Rubric Criterion 3)

We will be able to ensure our online courses are creative, clear and vibrant when it comes to content delivery and this will appeal to today's students who expect this type of technical prowess to be present in invariably all of their experiences in some way or another.

Q10

Please confirm that you have discussed this faculty position request with the dean or manager and that you understand that deans and managers will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Dean or Manager
