

#11

**COMPLETE**

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Page 1: Classified Position Request Form

**Q1**

Please enter the following:

Department	<b>DSPS</b>
Position Title	<b>Test Proctor</b>
Salary Range*	<b>CL-27 3,551 (Step A)</b>
Annual Salary at Step B*	<b>37,550</b>
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	<b>10-month, 30 hrs per week</b>

**Q2**

Current program goal (as listed in comprehensive program review/annual update) this position will directly advance/support:

Optimize staffing to ensure manageable workloads that provide equitable access to accommodate students with disabilities.

**Q3**

How will this position directly advance/support the goal listed above?

This position directly provides support to DSPS students, as this role directly manages the process of scheduling times for and facilitates the additional time on tests and quizzes for DSPS students that utilize this academic adjustment.

**Q4**

**Replacement for a funded (vacant) position**

What type of position is being requested?

**Q5**

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

**C.27%20-%20TEST%20PROCTOR.pdf (137.1KB)**

**Q6**

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? How does the lack of this position impact the program's or service area's ability to serve students? (300 words or less)

This role will organize and coordinate the day-to-day operations of the DSPS Testing Center, communicate with instructors regarding testing materials, administer academic exams for students with disabilities, prepare schedules for academic exams, ensure prompt scheduling and timely return of tests. They will also train and assist students with assistive technology that will support students with overcoming barriers to taking test (i.e. Dragon naturally speaking, magnifying technology, etc.). May also assist student with reading and writing (scribe) when necessary, based on student needs. They observe testing protocols, supervise student test taking and resolve and/or report any irregularities that may jeopardize the integrity of the exam. Without this role being filled, a critical service for students with disabilities will not be provided and will lead to Office of Civil Rights (OCR) complaints and other litigation.

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**Q7**

\* How are the duties of the requested position currently being performed, if at all?

This role is currently filled in a substitute status.

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**Q8**

Respondent skipped this question

\* OPTIONAL: If duties are being performed by a grant-funded position, when will the grant end?

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**Q9**

Please describe how the program/department has changed over the past 3 to 5 years and how this position will help the department serve more students directly or indirectly?

Over the past 3 to 5 years, DSPS has adapted to serve student via the online modality as more classes are being offered online. While this makes the online instructor responsible for providing the additional time in online classes, DSPS does expect an increase in students due to DSPS offering more in-person classes to address dual enrollment and transition high school students. We also anticipate more collaboration between the Test Proctor and instructors when it comes to supporting DSPS students with test proctoring needs. For the fall 2023 semester, the DSPS Test Proctor had 203 student contacts. We anticipate that this number will only increase as post pandemic levels of enrollment take shape.

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**Q10**

\* How has the demand for program/department services increased/changed over the past 3 to 5 years?

Over the past 3 years, the total number of DSPS students has been on the decline, but there are upcoming opportunities for increasing those number with the Pandemic ending. Vision 2023 and other options to incorporate high school students will boost program enrollment. For the fall 2023 semester, the DSPS Test Proctor had 203 student contacts. We anticipate that this number will only increase as post pandemic levels of enrollment take shape.

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**Q11**

\* How have workloads in the program/department increased/changed over the past 3 to 5 years?

Over the past 3 years, the workload for the Test Proctor has been up and down depending on the course offerings. As there have been more online classes, the Test Proctor's work load has been lighter, but it is going to increase due to internal plans to offer more PDSS classes in-person to serve expected increase of students due to transition and dual enrolled high school students.

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**Q12**

\* How many more students will the position serve, and who will it serve?

This position will touch a large part of our student population because more than half of our students use the additional time on tests and quizzes academic adjustments. The test proctor also supports faculty who are new to providing academic adjustments. This position will have a significant impact on DSPS students.

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**Q13**

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.

**Increase Equitable Access,  
Increase Hiring and Retention of Diverse Employees**

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**Q14**

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

This position will support multiple strategic goals, but the one most directly impacted would be "increased equitable access". This role allows for the facilitation of one of the most authorized academic adjustments for students with a disability, the ability to get additional time on tests and quizzes. This academic adjustment is used by a multitude of students impacted by innumerable disability conditions. It would be the opposite of equity for DSPS students to not have access to this service.

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**Q15**

How will this position improve the student experience at Cuyamaca College? How will the program or service area measure the impact of this position on the student experience?(200 words or less) Rubric Criterion 4

This position will provide students with a much-needed service that will contribute to student success, equity and social justice. The student's use of this service will be measured in the data captured by the Test Proctor in normal data collections procedures. That data will be eligible each semester and provide the department with real-time data, which will allow DSPS to make any necessary changes to support students as needed.

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**Q16**

Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback about the division's priorities and needs to help inform and may impact the prioritization process.

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

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**Q17**

In an effort for continued improvement of the Classified Position Request Process, the CHPC would like your feedback regarding the CHPC guidance and process for submitting new classified positions requests.

n/a

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