



New Classified Hiring/Position Justification

Hiring Division/Department: Student Services/Middle College **Position Title:** Staff Assistant

Classification

Position type: Permanent X Full Time X # of months 12 months
 Part Time _____ % of Full Time _____ # of months _____

Position: General Funds _____
 Allocation: External Funds* _____ Expiration Date _____

Budget Information

Grade 21 Step 5 Annual Salary \$60,960 salary
 \$28,493 benefits

Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

The Cañada Middle College program serves 112 high school students on campus classified as concurrently enrolled students who are also required to take a minimum of 7 units (three courses) of college coursework. We need to increase the Staff Assistant for the Middle College program (MCP) currently at 48% to 100%.

For the first 13 years of the program, the MCP had a full-time staff assistant. This was when the program was only comprised of 60 students and 2 teachers. Now the program is twice that size with 112 students and 4 teachers and the Staff Assistant is working less than half the number of hours as the previous assistant. The responsibilities have increased, but the number of hours to do the work has dramatically decreased.

The current duties for this position include:

- Assisting with the registration of new students
- Processing incoming and outgoing transcripts
- Researching academic histories of students entering the program
- Tracking Middle College students for graduation and beyond
- Preparing spreadsheets for textbook rentals, purchases, etc.,

- Developing a database to generate progress reports for every student to ensure success and persistence in college classes
- Computing credits for verification in meeting graduation requirements
- Setting up and maintaining online and manual student records
- Using MS Office (Word, Excel, & PowerPoint) and Drive to prepare correspondence and report narratives from original ideas and general instruction
- Scheduling meetings and appointments
- Exchanging information with college students, staff, parents, school officials and community representatives
- Setting up and maintaining program budget
- Coordinating logistics for special events such as tours, presentations, recruitment events and other activities
- Attending meetings, preparing agendas, taking minutes, conducting follow-up as needed
- Serving as liaison between college programs and outside organizations as well as District offices
- Providing a variety of other support services as assigned

2. Explain how this position aligns with and supports the mission and strategic goals of the college.

This position aligns to the mission and four strategic goals of the college:

1. *Teaching and Learning* – students in the Middle College Program are on a clear, supported pathway that transitions them from high school to college and helps them achieve their educational goals, and the staff assistant is responsible for tracking student progress towards those goals.
2. *Completion* – students in the MCP receive individual support to ensure improved success, retention, and persistence in the college course, aided by close communication with professors and MC advisors, which is facilitated by the staff assistant.
3. *Community Connections* – the MCP is a collaborative partnership between the College and the Sequoia Union High School District and the staff assistant must communicate with the high schools sites, the SUHSD office, and the community at large.
4. *Global and Sustainable* – the goal of MCP is to provide access to college for underrepresented students and the staff assistant can provide critical outreach to those communities.

3. Explain how adding this position will strengthen the department or division.

1. Currently, because the position has been cut from full time to 48% and the program has increased by 50% the basic job duties are not being met. This means parent and student communication has diminished, and communication and support provided to students from Cañada College to interface with the faculty and resources here have diminished. Additionally, this means the high school teachers have no staff support for 100+ students while they are teaching. This is a matter concerning for teachers, parents and students as it means that teachers are forced to leave class to assist individual students and transition them to support and emergency services. This is a fairly frequent need as our students are high school students on a college campus and because our students are proportionally are at higher risk. **We would like to restore our original funding so that we can meet our basic needs and better serve high school students as they transition from high school to college.**
2. The Middle College Program wishes to support the SMCCCD Board goal to help transition and support underserved population to successfully completing college degrees. To meet this goal, the staff assistant would conduct targeted recruiting of these populations and facilitate support services through SUHSD and Canada to support the success of these students once they are here.

3. MCP is working to build in a career and internship component to meet the Middle College system strategic goals, as outlined in California Education Code section 11300-11302. We would like the staff assistant to help coordinate career speaker and establish a database of potential internships. We would also like the staff assistant to coordinate with Canada college Coop program and Career Center to meet unified goals of increasing the number of Canada college involved in career shadowing / internships in the community.
4. MCP is frequently asked by parents and the high school and college districts for data tracking our how well our alumni are meeting their post secondary goals. We would like the staff assistant to help collect and track this data.

Finally, as the college district wishes to increase the number of dual enrollment and concurrent students being served, if the funding couldn't be secured to support Middle College alone, this position could potentially become a single contact for all dual enrollment/concurrent enrollment services.

2. Explain how this work will be accomplished if the position is not filled.

The work will have to be accomplished by the Middle College teachers/advisors. Unfortunately, this likely means that the work will not be done as quickly or effectively as the program demands. The greater concern is that if the work is not done, it will reflect poorly on the program and our ability to attract new students. We pride ourselves on the personal attention we provide for our students and parents; additional administrative work will compromise the quality of the services we currently provide. Since the program has expanded in recent years, the administrative tasks have grown, as well. Most notably during university application season (fall) and spring recruiting for Middle College, adding additional tasks to the already full schedule would be a challenge.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor

Date