Classified Professionals
Staffing Request Form

Please fill out one form for each classified staff position that you are requesting for your division/unit. This form is to be submitted as an appendix in your program review each fiscal year and a copy should be forwarded to the classified prioritization chair. For positions requested outside the program review cycle (e.g., retirements, resignations, grant/categorical funded positions), this form should be submitted to the classified prioritization chair and will be used for information/tracking purposes. *(Please see the program review website for more information.)*

Division/Unit: Learning Connection

Position Title Requested: Instructional Assistant II for ESL Language Lab

Request Number (i.e., 1 + # of times position requested, but not granted, in past five program reviews): 1

Please indicate if this is a request for/to:

☐ Fill a currently vacant position *(Must attach District job description; see Classified Prioritization Chair for assistance.)*

- [ ] hours per week
- [ ] months per year

☐ Increase of an existing position *(Must attach District job description; see Classified Prioritization Chair for assistance.)*

- from: [ ] 9, [ ] 10, [ ] 11 month
- to: [ ] 10, [ ] 11, [ ] 12 month

- from: [ ] %
- to: [ ] %

☐ New position *(Must attach proposed job description; see Classified Prioritization Chair for assistance.)*

- [ ] hours per week
- [ ] months per year

Estimate Increase / Proposed Annual Salary Cost:

(assume step 1 for vacant position) $22.35 per hour

Funding Source:

- [ ] General 100%
- [ ] Categorical %
- [ ] Grant %

Grant name: 

Justification:

*Why is this position necessary?*

Based on feedback from LC staff, there is a need for a permanent IA for the ESL lab in Bldg. 100 to assist students and instructors. As of Fall 2015 we have 4 brand new software programs that require training and guidance for students as well as correspondence and coordination with IT. Both ESL 127 and 150 are held in the lab and require staffing assistance. ESL 127 is an independent study course with no instructor present and students often need assistance with the software. In addition, an IA could be a permanent addition to the current ESL writing workshop coaches, and provide assistance in ESL 150 (guided skills lab).

*What educational programs or institutional purposes does this position support? How does the request relate specifically to your Program Review, the College's Strategic Plan, and/or Accreditation Recommendations?*

This position directly supports the College Strategic Plan by providing essential ESL support not only to students currently in the ESL program, but also those who have either graduated fro the program or who have never enrolled but are non-native speakers taking other courses at Chabot.
Where will the individual work? To whom will the person report? Are there any special equipment/facilities needs to be considered?
The individual will work in the ESL lab (Room 146a) in Building 100, but may assist in the ESL writing workshop, held on Fridays in Room 354. This individual would be part of the Learning Connection staff.

What is the consequence of not funding this position?
The ESL lab software and equipment we purchased to support student learning will be under-utilized, and students will not get served when they come to the center. The future of ESL 127 and 150 will be in jeopardy.

What alternative approaches have been considered in meeting the programmatic demands of this request?
LC staff is seriously under-staffed at 1.5 FTE and can only offer limited assistance to ESL students. ESL faculty have been holding office hours in the lab and one ESL faculty has taken on the trouble-shooting and correspondence with IT but this is not sustainable.

How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?
This position will positively impact students by providing direct learning support. It will ease the burden on LC staff as well as ESL faculty who have been struggling to support students and keep up with other demands.

What other personnel currently provide support to this program and these students?
See above.

Requested by: Jane Wolford/ESL faculty Date: 10/26/15  
Area Manager: Dean Amy Mattern Date: 10/26/15

Area Manager Notes/Response: