

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT STRATEGIC HIRE REQUEST

7/11/2024

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Learning Assistance Center Specialist Position #: CL-00446 FTE: 1.0	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Organize and coordinate the day-to-day operations of the assigned area and provide direction to hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester. • Coordinate the operation of assistive services and monitor and track student lab use. Participate in the training of students and faculty on center equipment, software, and available services. Provide individualized training as appropriate. • Provide information and assistance to students on the phone and in the center in accordance with established guidelines and policies. Participate in outreach services for area of assignment, including special events and open-houses. • Determine appropriate resources for students based on instructor referrals and student needs; schedule appointments and maintain related records. • Schedule computer maintenance and software installation as necessary, referring complex problems to Information Systems <p>2. Current status of position: The employee in this position is retiring. His last day is on July 22, 2024.</p> <p style="margin-left: 40px;"> <input checked="" type="checkbox"/> Filling a replacement position included in the budget <input type="checkbox"/> Filling a restructured position included in the budget <input checked="" type="checkbox"/> Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> </p>

Department:
A.R.C. (DSPS)

- Filling a new position
 - Org Mod approval date _____
 - Has an Org Mod been approved? Yes /No
 - Org Mod approval date _____
- Other (please specify)

3. Strategic Staffing Rationale:

Please address at least one of the following items:

- a. Critical threshold of instruction and support services
The Learning Assistance Center Specialist is critical to the daily operation of The Assistive Technology Center (ATC). The ATC is a computer and learning lab offered by the A.R.C. to help students develop computer skills, master use of assistive technology, and foster learning strategies. The classified staff member helps students use the hardware and software available at the ATC, and provides assistance with college systems and student portals such as Self-Service, Canvas, and Zoom.
- b. Legal mandate
The A.R.C. (DSPS) is under Title V mandates and regulations. The Learning Assistance Center Specialist is essential in assisting all students with disabilities who need and use assistive technology and those who use the Assistive Technology Center (ATC).
- c. Accreditation requirements
- d. Health and safety priorities
- e. Essential supervision

4. Budget Impact – Please specify the following:

- Is position included in the current budget? Yes /No
- Funding Source? Unrestricted /Restricted
- Smartkey and Salary Object: 13350002-2110
- Annual Salary at Step B: \$55,908 plus benefits