



**College of the Redwoods
Request for Staff Funding FY 2015-16**

This form should be used for requesting new staff positions and included in the program review process.

Initiator:

Date: **Campus/Site:**

Department:

Requested Amount:

Divisional Rank (if any):

Position Title: (ex. ISSII, etc.)

Position description (please provide details about the position need):

[form will expand as needed]

Instructional Support Specialist III. Standard district job description includes:
Under the technical direction of one or more members of the faculty and instructional administrators, provides assistance to students in multiple academic settings to enhance their learning ability. Designs, constructs, and/or fabricates equipment, modules, simulations, and experiments that will assist the instructor in the delivery of desired instructional outcomes and enhance student learning.

Essential Duties and Responsibilities: Works with faculty/instructional administrator to design, construct, modify or rebuild equipment, modules, experiments that will be used in the classrooms and laboratories and various related but different subject areas. Provides technical assistance to students, faculty and staff; troubleshoots and diagnoses problems with equipment; may assist in setting up laboratories.

Provides work direction for student helpers, work study students and staff. Coordinates work schedules to insure coverage. Orients new staff to the procedures and policies of the laboratories. Trains staff in the safe maintenance and use of all equipment used in the laboratories. Monitors performance and security and reports any problems to administrative supervision.

Assesses student learning habits and needs, then develops alternative learning plans and exercises to meet those needs. Designs include the use of multiple media to facilitate presentation and learning. Participates in the development of courses or instructional modules that target alternative learning styles.

Provides instruction to individuals and small groups on specialized subjects, including the learning methods used to enhance learning. Develops materials to support instruction.



**College of the Redwoods
Request for Staff Funding FY 2015-16**

Statement of Need (Justify the need for the position)

This position is needed to improve and support student success through access to testing and tutoring. It will help support the implementation of a Supplemental Instruction program and ASC office operations, as current staff cannot sustain the desired operating hours in a safe and secure manner. This position directly supports faculty who need testing services and DSPS students who are mandated additional time and accommodations for testing. This position is needed to provide access to tutoring and study space, as well as offer assessment testing at off-campus locations to support SSSP functions.

Link with Institutional Goal/Assessment Results (Describe):

ASC program indicators and reflection of assessment activities indicate an increase in student demand and delivery of services. Additional staff to support this increase is needed. The duties of this position are linked with SP.1.4.4, EP.1.2.5, and EP.1.6.1