

## Request to Fill Classified Positions

(All vacancies, increases in hours/months, and/or new positions)

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

*Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 120 days following the vacancy. This limit is designed to encourage prompt review of the vacancy. (Once a position has been opened for recruitment, however, Education Code Sec. 88003 further limits such employment to 60 days.)*

**1. Replacement (no changes) or NEW position**

Department:	<b>Math Learning Center</b>	Last Incumbent:	
Position Title:	<b>Instructional Specialist</b>	Date of vacancy:	
Service Class:		Funding Source:	
Hours per week:	18		
Months per year:	8.5 months	Bilingual Required:	Yes or <input checked="" type="checkbox"/> No <i>VP signature Required</i>
Days & Hours to be worked:	18 hours per week (during time MLC is open)	Night Shift or Graveyard stipend?	<input checked="" type="checkbox"/> None NS GY

**2. Revised position or changed position (complete section above for comparison)**

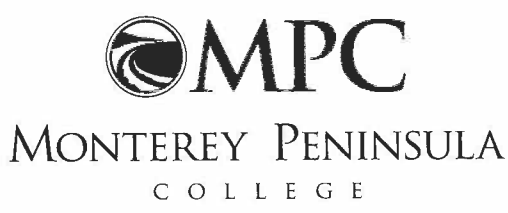
Department:		Last Incumbent:	
Position Title:		Date of vacancy:	
Service Class:		Funding Source:	
Hours per week:			
Months per year:		Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:		Night Shift or Graveyard stipend?	None NS GY

3. Annual Cost of the Proposal, and source of funds: \$9626.76

4. Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary: Please see attached document)

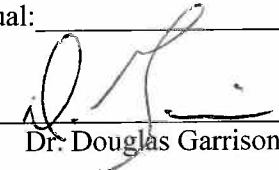
**Reverse this sheet, and use the table for tracking the progress of your request.**

**Classification/Position: Instructional Specialist, MLC Date: \_\_\_\_\_**

steps	REPLACEMENT POSITION	Initials/Date	steps	NEW OR CHANGED POSITION*	Initials/Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).		1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President		3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: \_\_\_\_\_

DATE: \_\_\_\_\_

President's Authorization:  \_\_\_\_\_  
Dr. Douglas Garrison

DATE: 9-15-11

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

\*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

(See Reverse)

**Position Title:** Instructional Specialist

**Dept/Program:** Math Learning Center

**Submitted by:** Brett Enge

**Search Committee Chair:** Brett Enge

**PT/FTE:** Part time

**New or Replacement:** New

**Service Category:** unknown

**Salary/Benefit Costs:** \$9626.76

**Net Additional Costs:**

**Funding Source:** general fund

**Are there Salary Savings:** no

**Description of duties and responsibilities:** The following is adapted from the HR job description ("essential functions" section)

- Plan, organize, and assume responsibility for small groups of students on specific subjects, in cooperation with and by assignment from the MLC Coordinator.
- Provide supplemental mathematics instruction to individual and/or groups of students in the MLC.
- Confer with MLC Coordinator and other MPC instructors concerning programs and materials to meet student needs in MPC courses requiring math skills (including science and CTE).
- Participate in meetings related to the needs of students who use the MLC.
- Collect and evaluate data regarding students' progress; provide feedback to MLC Coordinator.
- Serve as a resource person to teachers; recommend appropriate materials for subject area; share knowledge of particular subject area; use web based programs and internet search skills as appropriate.
- Serve as information source regarding the MLC to students, staff, instructors and the community.
- Select, requisition and maintain an inventory of instructional supplies and materials; set up work areas and prepare materials.
- Develop creative methods and teaching/tutoring techniques within the suggested framework of the supervisor.
- Assist instructors in the maintenance of MLC operations, tasks and activities.

**Special Considerations:** see attached

**Does Position act as an entry point for the college? Should it be bilingual? Why?** No.

- I am requesting this position be considered by the Vice President to be designated Bilingual Required.  
 No, this position should not be bilingual required

**What would happen if this position weren't approved?**

Students will be unable to get adequate support for math. Access, success, and retention will be impacted. See attached document.