

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Instructional Assistant II

Dept/Program: Reading Center

Submitted by: Paula Norton

PT/FTE: Part Time

New or Replacement: Replacement

Service Category: 3-A

Salary/Benefit Costs: \$8,446.00/\$380

Total Costs: \$8,826.00

Funding Source: 01-0030-0-1500-0330-2400-000-00-2402

Are there Salary Savings: \$3,000.00

Description of duties and responsibilities:

Tutor students enrolled in the Reading Center, administer standardized test, perform varied instructional support services related to the preparation and administration of instructional materials and equipment, assist in training tutors, perform general clerical duties.

Special Considerations:

We are one of the lab components for English 322 and 302, which has caused an increase in the number of students we serve.

Does Position act as an entry point for the college? Should it be bilingual?

Yes, it is an entry point in that many students need to strengthen their reading and spelling skills in order to be successful at college level work.

What would happen if this position weren't approved?

Our waiting list would increase and we would not be able to serve all the students in English 302 and English 322 that need our services. This semester we had a waiting list of 30 students, not including those lab students who wanted to use us as their lab, but who couldn't find space. The Reading Center already has one frozen position. Since we moved into the library we have experienced a growth in our numbers due to increased exposure, and to the fact that we are now a lab component to English 322 and 302.