



## **Guidelines and Criteria for Recommending Permanent New Classified Positions**

**Because of contractual differences, Classified Staff hiring procedures have some fundamental differences from Faculty hiring procedures.**

**Current classified positions that become vacant do not fall under the following process unless the supervisor determines that the position is no longer critical to the mission, strategic goals and educational master plan of the college.**

**Externally funded positions which are required under program/grant eligibility requirements are exempted from this process. These positions will be presented to shared governance bodies as information items only.**

### **Identification Process**

The process for recommending permanent new Classified positions is a collaborative one grounded in the shared governance process and starts with Division Deans, Department and/or Program managers, and departmental faculty or staff who identify the need for a new position. Each position forwarded needs to have a written justification, succinct and comprehensive, using the Classified Hiring/Position Justification Form.

### **College Budget Committee**

Using current fiscal information, the Budget Committee informs and makes overall recommendations on the number of positions that can be hired to the College Planning Council. Identification process will go forward even if no budget for hiring is expected to be available.

### **IPC-SSPC**

Early in the fall semester the IPC and SSPC together will develop the criteria to be used in prioritizing the positions.

### **Division/Department**

The first prioritization takes place at the Division/Department level, then the identified recommended prioritized positions are forwarded to a joint meeting of the Instructional Planning Council and the Student Services Planning Council.

### **Instructional Planning Council and Student Services Planning Council**

Recommendations for Classified positions are presented by the appropriate Dean, Program Manager or Vice President at the joint meeting of the Instructional Planning Council and the Student Services Planning Council for review. **If a special meeting of these two councils needs to be held for the timing of putting the requested positions forward, one will be scheduled.**

The result of this joint meeting will be a prioritized list of fully justified requests, accompanied by the rationale behind the prioritization and how it aligns with the college's mission and strategic goals. The top ranking positions are then forwarded to the College Planning Council.

### **Classified Senate**

All requested Classified positions will be presented at the appropriate Classified Senate Meeting as information only.

### **College Planning Council**

The fully justified requests and prioritized list of new Classified positions will be presented to the College Planning Council. College Planning Council reviews the prioritized list and makes a recommendation to the President. College Planning Council members represent all members of the Cañada community and are obliged to report all activities to their respective constituencies.

### **The President**

All hiring decisions lie with the President. The President's final hiring decisions are shared with the College Planning Council. If the President's decision varies from the recommended positions, he/she will formally present to the College Planning Council the rationale behind his or her final decision.



### New Classified Hiring/Position Justification

**Hiring Division/Department:** Kinesiology, Athletics, Dance      **Position Title:** Program Services Coordinator

**Classification**

Position type: Permanent x      Full Time 100      # of months 12  
Part Time \_\_\_\_\_      % of Full Time \_\_\_\_\_      # of months \_\_\_\_\_

Position: General Funds \_\_\_\_\_  
Allocation: External Funds\* \_\_\_\_\_      Expiration Date \_\_\_\_\_

**Budget Information**

Grade 27      Step \_\_\_\_\_      Annual Salary \_\_\_\_\_

### Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

The need for full-time Program Services Coordinator position within the Departments of Kinesiology, Athletics, and Dance is essential in providing students, faculty, and staff an effective, efficient, functional, and compliant instructional department, equivalent to the other instructional programs and divisions. The Program Services Coordinator (PSC) will serve as welcoming presence for one of the highest used and multi-faceted program areas on campus for our students and the college community. As the department’s primary focus is serving students, improving facilities and course offerings, the Program Services Coordinator will ensure and reinforce the positive and student-centered notion reflective of the KAD’s mission and values. The work conducted will be at a paraprofessional level involving planning, coordinating, and implementing a cohesive student program within a variety of tasks to include handling pertinent documentation and materials for the new B1 Kinesiology and Wellness project, coordinating with student recruitment, student athlete orientation, KAD special events such as the annual Fall Dance Show, tours, recruitment visits, and becoming a point of contact for individual and specialized programs such as the COLTS Learning Community. Public contact is extensive and will include students, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services.

The future 85,000 square foot Building 1 project requires this position of Program Services Coordinator to work alongside KAD department representatives, the Office of Instruction VP, the Office of Administrative Services VP, and the Capital Improvement Projects (CIP) group in coordinating and implementing instructional and student

services. As KAD cycles through the B1 planning phase throughout the next couple of years, the PSC role will be instrumental in bridging the communication between college, district, and enterprise groups for all coordinating and planning. As B1 goes beyond design and program validation phases, the PSC will work directly with faculty, coaches, and staff on program enhancements, course offerings, and student support services through program review.

The department recognizes a need to offer and commit to adding course offerings, that are designed for the general student population, in addition to adding varsity athletic teams in serving a growing number of student athletes, as the new B1 is expected to greatly increased student enrollment. To continue the progress and develop and grow into a division, it is vital that faculty and staff have a Program Services Coordinator within the KAD's multi-faceted programs to assist with planning and meeting industry standards in operations and support for all aspects of the Kinesiology, Athletics and Dance Programs.

Examples of the duties of this position are as follows:

- Exchanges information with students, staff, other educational institutions, community and business representatives, vendors, governmental agencies and the general public regarding a variety of college programs, services, policies, timelines, required forms and other information; possible travel to various off-site locations, other colleges and universities, community organizations, businesses and other entities, and to promote and support students into a college program; makes presentations to small and large groups as a program and college representative specifically regarding student athlete orientation and athletic eligibility; participates in planning and implementation meetings with college and outside groups and representatives; plans, conducts and participates in tours, orientations, conference, post conference and other special athletic and dance events, including the Cañada College Colts Athletic Hall of Fame ceremony, dance shows and program services in conjunction with Athletic Director; coordinates logistics and establishes timelines, required materials, online support services, facilities, publicity and other program and event needs; plans joint events with other college departments and programs, gym facility enterprise operator, and with outside business and community representatives;
- Serves as liaison between student program participants and various instructional and student services departments; interprets language on student forms and printed information; refers students to community, business, governmental and other resources; conducts follow-up to determine student needs and available program services; directs and coordinates the work of student assistants and other staff as assigned; Liaison between student athletes and various instructional and student services departments, helping to interpret the constitution and bylaws set forth by the California Community College Athletic Association (CCCAA); Liaison between SMCCCD Foundation and coaches re: individual team fundraising accounts; Provides fiscal management on all Foundation reports regarding vendor purchases, the ongoing solicitation of individual donors and corporations.
- Assists Athletic Director while working with students in determining existing athletic eligibility and provides new student athlete orientation presentations including knowledge of AB 705 guidelines, coordinates with the administration the academic schedule development, athletic schedule development and updates, purchasing needs, athletic transportation including van scheduling, continually update and maintain files in conjunction with the District Office for the DMV Pull Notice program participants; meets with potential students and student athletes as the main point of contact for students and other program participants (coaches, athletic trainers, officials, media); coordinates and provides weekly verification for student athletic eligibility; refers students to the Athletic Counselor and other counselors, instructional programs and to other college offices as appropriate; document the certification of student athlete eligibility for participation in various varsity athletic games and events. Updates all athletics and KAD websites with schedules, wins/loses, current rosters, news stories, and coaching bios. Prepares all athletic activity expenses for the athletic season for all intercollegiate athletic teams, processing new employee packets and personnel action forms for the hiring of part-time coaches and adjunct faculty, as

well as collaborating with the Athletic Director to increase the number of sports offered and student athletes enrolled in varsity classes

- Researches and compiles statistical, narrative, financial, demographic and other data for regular and special reports to track program participation, recruitment effectiveness, weekly student athletic eligibility verification, retention, program evaluation and review, athletic transfer profiles, and other information; Plans and coordinates department events and activities in conjunction with Athletic Director, including providing event and activity support, such as planning and scheduling opponents, confirming practice and competition sites and availability of participants, compiling event materials, and providing follow-up as assigned; interaction with gym facility enterprise operator to coordinate scheduling and equipment use sharing between academic and enterprise uses;
- Enters, modifies and retrieves online data; uses a variety of software to compose, format and prepare correspondence, memoranda, class, athletic and Athletic Hall of Fame, Kinesiology and Dance publicity materials, surveys, brochures, flyers, bulletins, reports, presentations, and other materials; sets up and maintains confidential and other files; plans and coordinates lay-out, graphics, photography and other artwork, editing, printing, multimedia enhancements, web page information, distribution and other services in conjunction with other staff, students and/or vendors as appropriate. Proficient in database-query such as Banner, Microsoft Excel, Class Climate, Data Dashboard, Omni Update, Argos and other application software to setup, track and maintain a wide variety of data and files, including educational, athletics and faculty schedules, FTE load, budget and financial records, student demographic data, and enrollment statistics, and student athlete eligibility records.
- Collaboratively plans and manages course offerings and scheduling, staffing needs, and implementation of program modifications and expansions for faculty and staff;
- Performs administrative unit budget maintenance, including assisting and providing coordination with budget development, processing budget transfers and expenditure journals, and serving as a resource in providing budget coding assistance;
- Prepares purchase requisitions and completes electronic supply orders; reviews office workflow for efficiency and makes recommendations for modifications, including planning, creating, and implementing new and modified office forms and procedures in conjunction with management and other staff;
- Assists coaches and the KAD programs faculty with logistic, athletic/dance equipment, and maintenance needs. Serves as liaison between administrator and faculty and advocates for equipment needs.
- Coordinates facilities and equipment sharing and scheduling of new Building 1 facility resources between KAD programs, other college users, and the auxiliary facility enterprise operator.

## 2. Explain how this position aligns with and supports the mission and strategic goals of the college.

The PSC position aligns and supports the mission of the college by providing a range of services to assist students in attaining their educational and career goals and by providing responsive support services. The position aligns with each of the following goals:

**#1 Student Complete/Success** – The Program Services Coordinator will directly increase retention rates of student athletes as the point of contact for the Community of Learning Through Sports (COLTS), a cohort of intercollegiate student athletes who want to achieve success in both the classroom and in their respective

sport. The PSC will work to increase both faculty and student participation in COLTS, which is designed to help student athletes take advantage of academic resources on campus, especially with the implementation of AB 705 and to help them to build strong study skills, communication skills, and writing abilities with the goals of improving their overall educational performance.

#2 Community Connections – The Program Services Coordinator will continue to build and strengthen its community relationships and partnerships with outside community groups and alumni by marketing and coordinating the annual Fall Dance Show, updating the schedule and web content for our intercollegiate athletics varsity teams and coordinate the Hall of Fame Ceremony and Banquet alongside the Hall of Fame Committee and other special events.

#3 Organizational Development – The Program Services Coordinator will focus on providing an equal and equitable instructional program focused on our students and student athletes, while ensuring coaches, the Athletic Director, faculty and staff follow best practices that invest in a diverse student population that prioritizes and promotes equitable, inclusive, and transformative learning. For example, the Athletics Department continually serves a high rate of underrepresented students and students of color. As stated in the Stated Ed Code, Federal Gender Equity laws pertaining to equitable athletic participation for all genders as governed by the California Community College Athletic Association, the Athletics Department fully and effectively accommodates the underrepresented gender by satisfying Test 3 of the Statement of Compliance of Title IX Gender Equity Form R-4.

3. Explain how adding this position will strengthen the department or division.

The PSC is needed to complete the CSEA level work in KAD. For example, the PSC will strengthen the department programs through the examination of “Course Success and Retention by DE vs Non-DE” data table in the Effectiveness: Success and Retention data packet. The PSC will begin work to strengthen non-online retention and success for the KAD Department as stated in our 17/18 KAD Program Review, to increase student success and retention by working the Instructional Aide II to offer more Canvas support for students and create a student readiness/preparedness questionnaires' prior to enrolling into an online class.

Also, with KAD in their third year of swing space, work is currently piecemealed across not only Cañada’s campus, but to CSM and NDNU Belmont, due to the demolition of B1. This Program Services Coordinator position is necessary to serve students and student athletes at three sites, allowing for continuity of access and support for students at the various campuses.

4. Explain how this work will be accomplished if the position is not filled.

As an instructional department, KAD is currently operating without a classified position that is able to perform work at a paraprofessional level to handle complex and detailed clerical and administrative support with an expectation of resolving problems and making independent decisions with minimum supervision. The PSC will help align the KAD programs with the other instructional departments as to be compliant with work needed to be done by a CSEA classified employee.

The number of full-time student-athletes served at Cañada College has risen over the past 10 years even as enrollments at the College and throughout the District have declined. Specifically, the athletics department serves roughly 180 students-athletes who average 17-19 units each semester, each require specialized recruiting, academic counseling, academic support and retention efforts. With one full time counselor, working a portion of the schedule for the entire athletics department, it equates to just a few hours per week on average, and with no PSC serving the KAD programs, coaches are often the ones who provide many of the support services for their student-athletes and other students. With only three full-time faculty members in KAD, two of whom are

coaches for the men's and women's soccer teams, and one who is a Dance/Fitness instructor, the remaining athletic teams and instructors within the KAD programs rely on adjunct faculty to provide this additional support, which is not realistic and more importantly this is classified staff work. If the coaches do not provide this additional support, it is unclear if and how support is given to this specialized and underrepresented student population.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

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**This position has been reviewed by the department or division and is recommended for hiring.**

**Dean / Director / Hiring Supervisor**

**Date**