



## New Classified Hiring/Position Justification

**Hiring Division/Department:** 3421/Middle College      **Position Title:** Staff Assistant

### Classification

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

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

### Budget Information

Grade	<u>21</u>	Step	<u>1</u>	Annual Salary	<u>52,020.00</u>
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### **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.

Cañada College serves the largest population of Middle College students in the district but with significantly less staff support than our sister colleges. This program was previously supported by a full-time Staff Assistant position which was reduced to .48%, resulting in diminished service for students, faculty and parents. In light of a 50% increase in enrollment it is becoming a critical need to provide the necessary support for operations including parent and student communication, teacher support, and clerical and administrative support functions in the day-to-day operations of the Middle College Program. Specific duties include serving as the main point of contact for inquiries, requests and emergency contacts, maintaining databases to track program information, planning and coordinating events, and maintaining calendars for various operational areas. Tracking applications, interfacing with parents and troubleshooting problems throughout the semester are additional functions performed by this position.

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

This position aligns with the following college goals:

#### CG1: Teaching and Learning

Middle College students have the opportunity to explore new challenges that are not available in a traditional high school. Students complete the requirements for high school graduation while enrolled in college courses. All courses are held at Cañada College. Students in Cañada's Middle College program quickly discover the joy and benefits of self-directed learning in a stimulating and diverse college atmosphere.

#### CG3: Community Connections

This program directly supports the local community by providing local high school students a unique opportunity to complete high school requirements while completing college credits. The growth of this program demonstrates its value to our service area community.

This position aligns with the following SMCCD Board Goals:

**BG3:** Explore how to better serve at-risk and place-bound students, especially in traditionally underserved populations within San Mateo County:

- A full-time staff assistant would have the capacity to conduct targeted recruiting of this population and facilitate support services through SUHSD & Canada to support the success of these students once they are here.
- Canada Middle College is working to build in a career and internship component to meet Middle College system strategic goals. We would like the staff assistant to help coordinate career speaker events and establish a database of potential internships. We would also like the staff assistant to coordinate with Canada college Co-op program and Career Center to meet unified goals of increasing the number of Middle College students involved in career shadowing/internships in the community.

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

The college and the district wish to increase the number of dual enrollment and concurrently enrolled students being served, so funding this full-time position is necessary for any additional growth in addition to meeting current needs. Middle College is frequently asked by parents and the high school and college district for data tracking our alumni in meeting their post HS goals. We would like the staff assistant to help collect and track this data but the current part-time assignment does not allow for this.

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

The current part-time position is not adequate to support the size of this program which currently serves over 100 students. For that reason, there are hours during the day when no staff support is available to respond to inquiries from within and outside of campus, resulting in delays to completing work and interfacing with areas such as the Bookstore.

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.**

10/24/17

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**Dean / Director / Hiring Supervisor**

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**Date**