

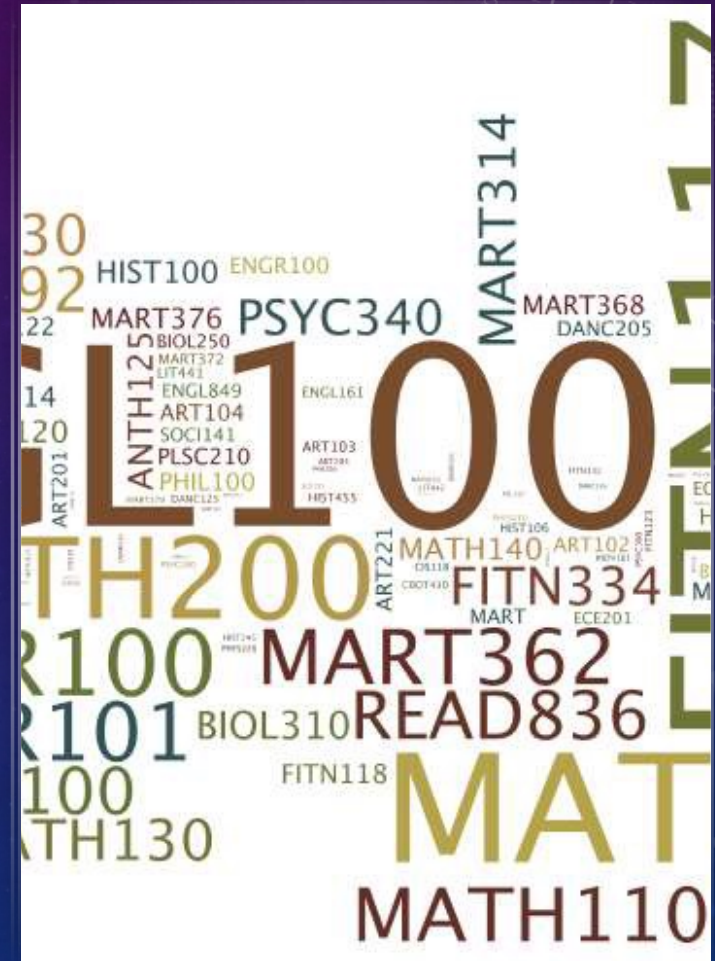
The background features a dark blue gradient with a starry space pattern. On the left side, there are several technical diagrams, including a large circular scale with numerical markings from 140 to 260 and various circular paths with arrows indicating direction. The text is centered on the right side of the image.

# CAÑADA MIDDLE COLLEGE (CMC)

ONE OF THE BRIGHT STARS

## CMC STUDENTS

- CMC is made up of juniors and seniors from the Sequoia Union High School District.
- Students attend a minimum of three college classes each semester.
- High school classes are taught at Cañada and a great many CMC students continue on at Cañada after completion of the two year Middle College program to complete their degree and or transfer requirements.



# MIDDLE COLLEGE ENROLLMENT INCREASED TO 110 STUDENTS IN FALL 2014

- Increased by an additional 28 concurrent enrolled students for 2014-2015
- Added a 4<sup>th</sup> CMC faculty member for 2014-2015

# BENEFITS OF INCREASE FROM 18 TO 30 HOURS

Current Middle College Staff Assistant Hours  
Monday – Thursday 8:30 a.m. – 1:00 p.m.

Proposed Middle College Staff Assistant Hours  
Monday – Friday 8:30 a.m. – 3:30 p.m.

## Current Daily Schedule

- Process emails and messages from Thursday afternoon, Friday morning, Friday afternoon, and the weekend
- Attend to needs of students and parents from the previous week
- Respond to correspondence and requests from Faculty and Administrators from the previous week
- Respond to inquiries from new and prospective students from previous week
- Respond to Monday morning emails and messages
- Deal with immediate needs of students and parents
- Process current requests from faculty and administrators

## New Daily Schedule

- Handle all correspondence as they are received
- Assist students, parents, faculty, and administrators with their immediate needs on a daily basis throughout the entire work week
- Complete all projects on schedule
- Participate in campus activities and events
- Respond to all inquiries from new and prospective students and parents on the same day they are received

## A brief list of the responsibilities of the position are:

- corresponding with students and parents, faculty and staff, and administrators from both districts to manage their requests and inquiries
- communicating with parents and students (as well as faculty, staff, and administrators from local high schools) regarding the Middle College application process, and recruiting new students with community outreach bulletins and articles
- assisting with the registration of new students
- creating and maintaining electronic and paper student records and files
- processing incoming and outgoing transcripts
- maintaining Dean's List and academic probation reports
- researching and tracking Middle College student data for graduation and beyond
- tracking and approving all activity on both purchase and rental bookstore accounts, preparing spreadsheets for textbook purchases and rentals to ensure proper expenditures, returns, and reimbursements
- use MS Office (Word, Excel, & PowerPoint) to prepare correspondence and report narratives from original ideas and general instruction
- schedule meetings and appointments
- exchange information with College students, staff, parents, school officials and community representatives
- set up and maintain program budget
- coordinate logistics for special events such as tours, presentations, recruitment events, parent nights, and other activities
- prepare agendas, attend meetings, take minutes, and conduct follow-up, as needed
- serve as liaison between College programs and outside organizations as well as the SMCCCD & SUHSD offices
- provide a variety of other support services, as assigned

# RECURRING PROJECTS FOR STAFF ASSISTANT

## SPRING

- New Registration January
- Grade Reports January
- New Applications January – April
- Progress Reports February – April
- Graduation April – May
- Summer Schedules May – June

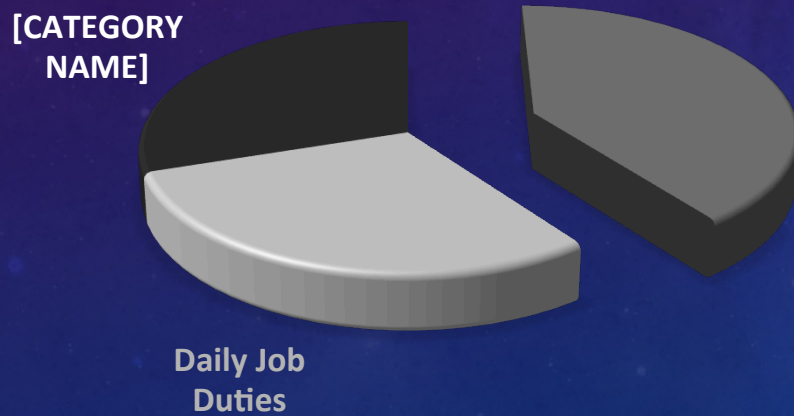
## FALL

- New Student Orientation August
- Grade Reports August
- PSAT September – October
- Progress Reports September-November
- New Applications October – December
- Recruiting Preparation December – January

# CURRENT TIME SHARE VS. INCREASED TIME SHARE

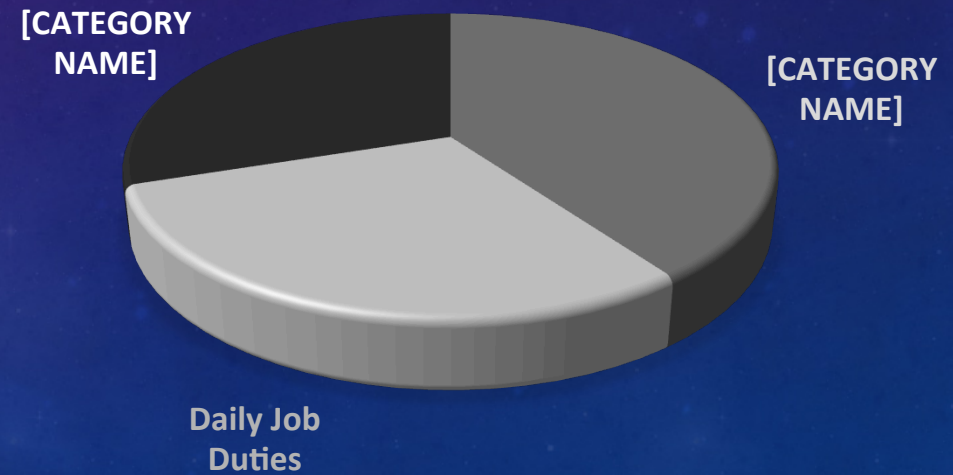
18 hours per week

WEEKLY PROJECTS ONLY



30 hours per week

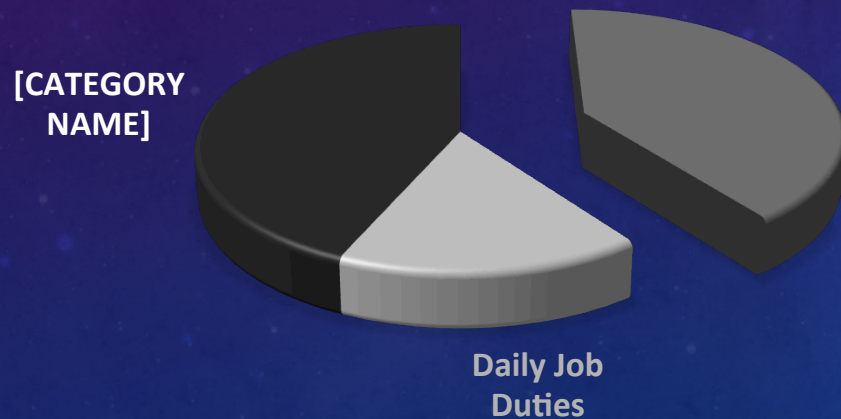
WEEKLY PROJECTS ONLY



# CURRENT TIME SHARE VS. INCREASED TIME SHARE

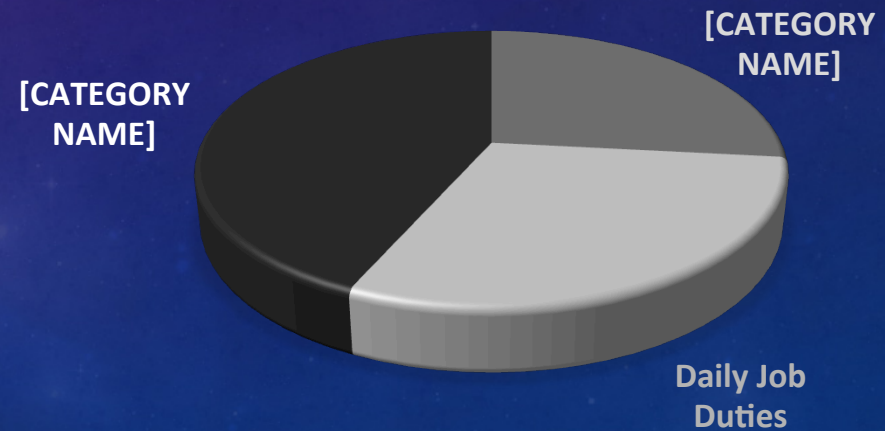
18 hours per week

**WEEKLY + ONE RECURRING  
PROJECT**



30 hours per week

**WEEKLY + ONE RECURRING  
PROJECT**

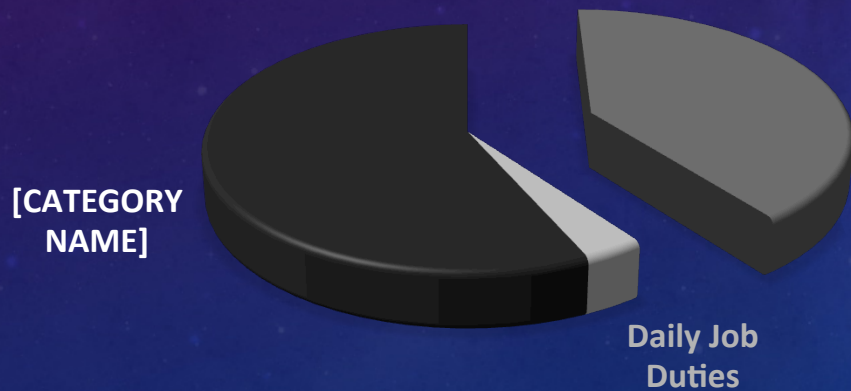




# CURRENT TIME SHARE VS. INCREASED TIME SHARE

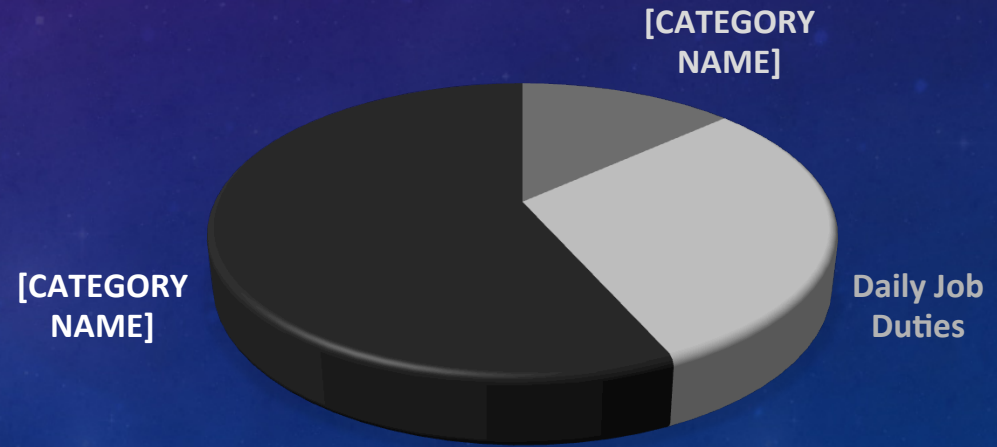
18 hours per week

**WEEKLY + TWO RECURRING  
PROJECTS**



30 hours per week

**WEEKLY + TWO RECURRING  
PROJECTS**



# CAÑADA MIDDLE COLLEGE STAFF ASSISTANT POSITION HISTORY

- Originally a 30 hours/week position serving 2 faculty and 60 students until 2005.
- The position remained at 30 hours/week while serving 3 faculty and 88 students from 2005 – 2013.
- In 2013 the Cañada Middle College Staff Assistant position was reduced to 18 hours/week due to budget cuts.
- Beginning Fall 2014 the position now serves 4 faculty and 110 students.