

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

DSPS 6/19/15

Date

Site	Position	Justification
CC	Student Services Assistant Position # CL-00623 FTE 1.0 Department-DSPS	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Federal and state regulations, implementing guidelines for Title 5 Regulations. Section 56026 (a) 4 requires registration assistance and mobility assistance (b.5) for DSPTS students. ○ MIS reporting requirements in Section 56030 state that revised reports to correct errors must be completed and submitted along with End of the Year Report ○ Section 56032 requires that mobility assistance be provided for students with visual, mobility or orthopedic impairment. ○ DSPTS student population has increased by 77% from 2008-2014. Title V regulations requires that this position provides direct communication by scheduling appointments, registration assistance, working with confidential documentation, scanning, faxing documentation. Receiving confidential medical verifications, printing out transcripts, and liaison for students with disabilities. Due to Cuyamaca College’s physical layout, cart service is instrumental for student’s to gain access to and from instructional classrooms. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy • Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ul style="list-style-type: none"> ○ <u>Legal mandates:</u> Title 5 Regulations, Section IIIA 56027 states that “Each Community College district receiving funding pursuant to this subchapter, shall establish a policy and procedure for responding in a timely manner to accommodation requests involving academic adjustments.” At Cuyamaca College, cart service is a required academic accommodation. ○ <u>Accreditation requirements:</u> DSPTS needs to provide mandated academic accommodations. Currently, DSPTS at Cuyamaca College has 1500 students with disabilities. Front office coverage is essential to the success of our students with disabilities. ○ <u>Health and safety priorities-</u> Provide cart service for students who are mobility and visually impaired. Assure compliance with established safety procedures. ○ <u>Critical threshold of educational or support services:</u> District values focus on cultivating a student-centered culture of

		<p>excellence, trust, stewardship, service and access. Answering phones, student appointments, record keeping- SARS, DATATEL, IMAGE NOW and Outlook are required.</p> <ul style="list-style-type: none"> ○ <u>Essential supervision</u>: The Student Services Specialist-Assistant position plays an instrumental role in providing mandated DSPS Title V services for students with disabilities and works closely with the DSPS Coordinator and the Student Services Specialist. In addition, supervise work-study students and assist Department in running the daily operations. <ul style="list-style-type: none"> ● Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ The position will be included in 2015-2016 Adoption Budget ○ Restricted General Fund - DSPS ○ Keycode/Object: 1435091-2110 ○ Fiscal Impact: \$34,392, plus benefits ○ RAF impact: No impact – Restricted Funds