

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

2/7/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: CDC Aide Position #: CL-00177 FTE: 0.90 Level: Department: CDC	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Classroom management: support CDC Assistant Sr. in planning environment and supporting curriculum implementation. Engage children for learning during individual and small group instruction ○ Support classroom for constant supervision, completion of ratios and daily routine care. ○ Support CDC Assistant Sr. with child observations and documentation required for all child assessments, child level outcomes, and school readiness goals. 2. Current status of position: <ul style="list-style-type: none"> ○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ol style="list-style-type: none"> a. Legal mandates: As per Title V regulations, Section 18290 student teacher ratios must be maintained to be in compliance. Early Head Start classrooms must maintain a ratio of 1 adult for every 4 children. b. Children must be visually supervised at all times (even in restroom and while napping). Health and Human Services Title 22 regulation 101229. c. Health and safety priorities: The health of the children must be continuously observed. Children must be inspected daily for illness. Health and Human Services Title 22 101226.2 & 101226.3 d. Essential supervision: This position is critical to the daily operations of the CDC lab and the childcare and education services that are provided to the children who attend the center. A high quality teaching staff provides examples of best practices in early care and education for the children; modeling and mentorship for our campus Child Development instructional program for Child Development college students

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2/7/22

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Counseling and Assessment Supervisor Position #: SU-00004 FTE: 1.0 Level: S-1 Department: General Counseling	<p>1. Key responsibilities of position:</p> <p>This position is responsible for the coordination, organization, and supervision of the General Counseling Center and direct oversight of classified professionals within general counseling, transfer center, and Veteran’s Resource Center. The supervisor oversees day-to-day office activities; supervises front desk operations; supervises, trains, and evaluates the performance of assigned staff; and monitors expenditures. In addition to coordinating direct services to students, the supervisor also assists counselors with schedules and appointments.</p> <p>2. Current status of position:</p> <p>a. Filling a replacement position included in the budget as a result of a resignation</p> <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <p>a. Critical threshold of instruction or support services</p> <p>4. This position is critical in coordinating support services related to the General Counseling department and the supervision of front desk operations to ensure efficiencies with counselor appointments, student educational plans, walk-in scheduling and forms management and distribution. This position provides essential supervision to classified staff in the key areas of Counseling, Transfer Center, Veterans Resource Center, and International Student Counseling</p> <p>5. Budget Impact – Please specify the following:</p> <p>a. Is position included in the current budget? Yes</p> <p>b. Funding Source- Unrestricted</p> <p>c. Smartkey and Salary Object: 1333005-2120</p> <p>d. Annual Salary at Step B: \$69,256 + benefits</p>

		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes / No○ Funding Source? Unrestricted / Restricted○ Smartkey and Salary Object: 1371591 & 1372194-2110○ Annual Salary at Step B:

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
February 7, 2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Faculty Evaluations Assistant Unit/Classification: Classified/CSEA Position #: CL-00319 FTE: 75% employee Level: Range 28 Department: Instructional Operations / Academic Affairs	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor, perform a variety of responsible duties to organize, compile and process a variety of information in support of the faculty evaluation process. ○ Perform a variety of responsible clerical duties in support of the faculty evaluation process; post records, perform mathematical computations and compile, record and track information from a variety of sources. ○ Prepare correspondence, memoranda, reports, requisitions, forms, and other materials; proofread and edit written materials to assure accuracy and completeness. ○ Prepare and maintain a variety of records, logs, files and statistical information related to the faculty evaluation process. Submit faculty evaluation schedules to division deans for review and adjust schedules as appropriate according to established guidelines. ○ Maintain faculty evaluation software system and troubleshoot issues. ○ Ensure that the faculty evaluation software system is aligned to current faculty contract language. ○ Compile information and data from records, files and databases for reports as required. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates: Faculty Evaluations for full-time and part-time faculty is a contractual obligation with strict deadlines and guidelines. ○ Accreditation requirements: Possibly ○ Health and safety priorities: N/A ○ Critical threshold of instruction or support services: Regular and ongoing faculty evaluations is a key element of providing instructional services. The Faculty Evaluations Assistant coordinates

		<p>and oversees this process and works with the Deans' Administrative Assistants so all documents are submitted and completed on time.</p> <ul style="list-style-type: none">○ Essential supervision: N/A <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes / No○ Funding Source? Unrestricted / Restricted○ Smartkey and Salary Object: 1324001-2110○ Annual Salary at Step B: \$32,490

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

02/7/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Outreach Coordinator Position #: SU-00069 FTE: 1.0 Level: I-S Department: Student Services	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Coordinate and oversee outreach to prospective students and their families. ○ Serve as a liaison between campus departments and the district, local high schools, and the community. ○ Oversee and train student ambassadors as well as continually updating training materials to be culturally responsive. ○ Conduct a wide-range of outreach events, including tours, workshops, participation in community cultural events, and activities to help new students know about programs and support services at Grossmont. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget- The position is being filled by an interim. The position has had an interim since December 2019. The current interim is vacating the position February 4, 2022. ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision <p>The Outreach Coordinator is instrumental in that Outreach is a part of the Strategic Plan (2016-2022). The Outreach Coordinator develops comprehensive outreach and recruitment plans as well as building partnerships through the East County Educational Alliance with GUHSD as well as other school districts within the region. Creates updated marketing and communication materials as well as How-To Videos for students to navigate the college systems. This position is also essential of the supervision of the Outreach office which includes 12 ambassadors, 2 lead ambassadors, 1 resources</p>

		<p>specialist and 1 Student Services Specialist. This position is meets Accreditation Standard I.A.1 and I.A.2 requirements.</p> <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes / No○ Funding Source? Unrestricted / Restricted○ Smartkey and Salary Object: 1372391-2120○ Annual Salary at Step B: \$67,012 + benefits \$32,835= \$99,847