

Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)

1. This position is a

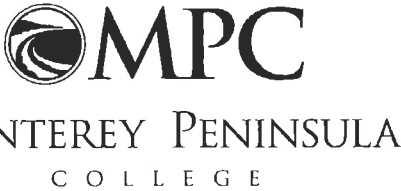
	<input checked="" type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Access Resource Center (formerly Supportive Services & Instruction)		
Position Title:	Accommodation Specialist		
Last Incumbent or "New":	Susan Villa		
Date of vacancy or Date of Board approval of new position:	7/22/14		
Salary Range:	13		
Hours per week:	40		
Months per year:	12		
Bilingual Required:	No		

* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

On a separate sheet, answer the below questions regarding the position.

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)
 - I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
 - No, this position should not be bilingual required
8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at: <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>**

Classification/Position: Accommodation Specialist Date: 7/29/14

steps	REPLACEMENT POSITION	Initials/ Date	steps	NEW OR CHANGED POSITION*	Initials/ Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).	(LW) 7/29/14	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	(LW) 7/29/14	2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President	LW 7/29/14	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	LW 7/30/14	4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps.		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____ DATE: _____

President's Authorization: _____ DATE: _____

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

ANSWERS TO QUESTIONS REGARDING THIS POSITION:

1. **Annual Cost of the Proposal (HR will complete).** _____
2. **Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:**
N/A—NO CHANGE
3. **If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.**
N/A
4. **Explain how this position supports student learning.**
This position is a key component of our program and service delivery for students with disabilities served in our program. The Accommodation Specialist is the conduit between the counseling and authorization of services by a counselor/disability specialist and the student. The role is one of facilitation for accommodations which are mandated to be provided for students with disabilities. Qualified students enrolled in any course in the college receive services via the person in this position, and they also serve as the primary liaison with instructors regarding testing accommodations as well as proctoring of exams.
5. **Explain what would happen if the position weren't approved.**
The program cannot operate without this position. We have been functioning with substitutes for about 9 months, and fragmentation of services is the outcome without a full-time Accommodations Specialist. This position is one of only 2 full-time classified positions in the Access Resource Center (formerly Supportive Services & Instruction).
6. **Bilingual (Spanish)**
 I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
 No, this position should not be bilingual required
8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at: <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>**

Job Description /Title: Accommodation Specialist
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

ACCOMMODATION SPECIALIST

JOB SUMMARY

Under general supervision, coordinate, schedule and implement services in the Supportive Services Testing Center. Coordinate accommodations offered within the department, student orientation to accommodation procedures, the identification and recruitment of auxiliary aides needed to provide accommodations; assist with research and data collection on accommodation/service delivery.

EXAMPLES OF FUNCTIONS

Essential Functions

Coordinate testing services for students with disabilities, including scheduling appointments, collecting confidential tests from instructors, and proctoring tests.

Assist in the planning, management and evaluation of the Supportive Services Testing Center.

Collaborate with Supportive Services counselors to ensure the testing situation meets the recommended accommodations.

Monitor student behavior in the Testing Center and resolve or report test irregularities.

Update and maintain a pool of available readers, scribes, tutors, note takers and interpreters.

Coordinate the scheduling of interpreters and real-time captionists to meet the needs of students who are deaf and hard-of-hearing.

Assist with the recruitment of readers, scribes, tutors, note takers and interpreters, including the development of recruitment materials such as flyers and information letters.

Collaborate with counselors to assist in the coordination of priority registration.

Plan and conduct individual and group student orientations on the procedures utilized for requesting accommodation services.

Participate in the implementation of student retention strategies regarding department Student Learning Outcomes (SLOs), including self-advocacy, independence and self-management.

Conduct an analysis of research and longitudinal data involving student enrollment, service and accommodation utilization, as well as retention, persistence and success rates.

Assist office visitors and telephone callers; respond to questions and provide information as required.

Perform various clerical tasks in support of Supportive Services including typing, filing, maintaining records, mailing lists and other activities as needed.

Other Functions

Serve on committees, as needed.

Perform other duties as assigned.

EMPLOYMENT STANDARDS**Education and Experience**

Any combination of training or experience that would indicate possession of the knowledge and abilities herein. For example, either two years of related college course work and one year of recent experience working with students with disabilities in an educational environment or three years of experience working with students with disabilities in an educational environment.

Knowledge

Knowledge of: a variety of methods used and sources available for the accommodation process for students with disabilities; methods of collecting and organizing and analyzing a variety of data and information educational programs and organizations; records management techniques; current office management practices including filing systems, letter and report writing; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; public and human relations skills.

Abilities

Ability to: successfully work with students with a variety of disabilities; coordinate, plan and organize work, gather, analyze and interpret data involving student enrollment, service and accommodation utilization, as well as retention, persistence and success rates; prioritize tasks and do several tasks simultaneously; conduct orientation activities; understand and independently carry out oral and written instructions; compile and maintain accurate and complete records; gather, compile and assemble source data; efficiently prepare accurate reports and correspondence; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; communicate effectively in both oral and written form; use appropriate and correct English grammar, spelling, and punctuation; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.