

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Instructional Specialist
Dept/Program: Reading Center
Submitted by: Paula Norton
PT/FTE: Part Time
New or Replacement: **Replacement**
Service Category: **3-A**
Salary/Benefit Costs: \$10,690.00/\$508
Total Costs: **\$11,198.00**
Funding Source: 01-0030-0-1500-0330-2400-000-00-2402
Are there Salary Savings: \$604.00

Description of duties and responsibilities: Tutor students enrolled in the Reading Center, administer standardized tests, perform varied instructional support services related to the preparation and administration of instructional materials and equipment, assist in training tutors, perform general clerical duties.

Special Considerations:

We are one of the lab components for English 322 and 302, which has caused an increase in the number of students we serve.

Does Position act as an entry point for the college? Should it be bilingual?

Yes, it is an entry point in that many students need to strengthen their reading and spelling skills in order to be successful at college level work.

What would happen if this position weren't approved?

Our waiting list would increase and we would not be able to serve all the students in English 302 and English 322 that need our services. This semester we had a waiting list of 20 students, not including those lab students who wanted to use us as their lab, but who couldn't find space. The Reading Center already has one frozen position. Since we moved into the library we have experienced a growth in our numbers due to increased exposure, and to the fact that we are now a lab component to English 322 and 302.