

cpc 5/21/96
aa. 1

DRAFT OF MISSION STATEMENT FOR LEARNING
SUPPORT SERVICES (5-8-96)

The mission of Santa Barbara City College's Learning Support Services is to increase the number of students who succeed in classes by offering assistance with core academic competencies, learning strategies, and problem-solving skills. This assistance will help students acquire an appropriate disposition toward learning while providing skills that are essential for students to succeed in college but that are not necessarily taught in any one course.

This mission will be achieved by the following means:

- tutoring, including the training of tutors.
- open-learning instructional methods, such as self-paced modular courses.
- connecting students with appropriate services and resources.
- establishing an interrelationship among faculty, students and LSS staff, first by connecting support services with student needs identified by faculty and staff and then by providing faculty and staff with assistance in identifying and using strategies to increase student success in their courses.
- working with faculty to integrate the teaching of learning strategies into specific discipline-based courses.
- providing Academic and Student Affairs faculty and staff with information that will assist in making corrections to prevent student failure.

It is essential that Learning Support Services staff and faculty join to promote student success. To foster this collaboration LSS staff will undertake or facilitate the following:

- provide assistance to faculty and staff in locating and using effective supplemental instructional materials.
- offer feedback to faculty from tutors (e.g., reporting to faculty the progress of students whom the tutors are assisting, the difficulties students are having in learning particular concepts, and the effectiveness of the supplemental learning materials used in support of the course).
- assist faculty in incorporating instruction about effective learning techniques into classes (e.g., note taking, problem solving, test taking).
- help students whom faculty refer to LSS for assistance beyond that which can be offered effectively in class or during office hours.

A primary goal of Learning Support Services staff is to provide Academic and Student Affairs faculty and staff with information helpful in making adjustments that will encourage student success. ESL, Essential Skills, English, and Mathematics offer effective and appropriate programs for those under-prepared students who assess into them, the need for supplemental instruction cannot be satisfied within a single course or sequence of courses offered by a single department. Given the inadequate levels of preparation and readiness among a significant percentage of our student population, learning skills instruction need to be applied across the curriculum and at all levels. Furthermore, to maximize student success, the teaching of learning skills must be integrated into instruction in core courses.

Learning Support Services provides the link in establishing the relationship that needs to exist between mainstream courses and supplemental assistance needed by students. In short, Learning Support Services offers some "correctives", but is primarily a preventative service wherein students gain universal skills as well as healthy attitudes toward learning, which together provide a winning combination for success in college.

CLASSIFIED OPEN AND PROMOTIONAL OPPORTUNITY

POSITION: **LABORATORY TEACHING ASSISTANT--LTA** assigned to
Learning Support
Services

Salary:

Five-step salary range, initial placement is set a first step with annual advancement to the next higher step. 8 hours per day, 12 months per year, plus fringe benefits; 12-month probation period. All work schedules and work assignments are subject to change based on the needs of the College.

JOB SUMMARY: Under general supervision, to assist in preparation of supplementary instructional materials delivered in the LRC, to support operation of computer-assisted instruction and tutorial service in the LRC, and to coordinate, train, and supervise tutors using computers.

**EXAMPLES OF
DUTIES:**

Reviews subject matter to be covered by the instructor, assembles appropriate demonstration materials and distributes to students; assists and tutors individuals and small groups of students on the materials covered; arranges and makes demonstrations as set forth or approved by the instructor; answers students' questions on the subjects covered and amplifies or clarifies lectures, tapes, or other demonstration materials used; informs instructor about questions asked by the students and confers on difficult areas needing reviews; checks student work books for accuracy and completeness; scores test papers and special assignments in accordance with specific instructions; compiles and maintains lecture outlines; takes attendance; compiles grades; issues and orders supplies as needed; cleans equipment and materials used.

**DUTIES
SPECIFIC TO
THIS POSITION:**

Oversees lab activities; trains and assists tutors and students in the general operation of computers; reviews, maintains and distributes software; records student attendance and usage; coordinates tutor schedules; coordinates and schedules lab activities with appropriate department representative; provides small-group instruction in computer operation; reviews the development of CAI materials and assists in the integration of these into the general curriculum. A strong working knowledge of current teaching and learning theories and practice, college-level course work in math, and excellent communication and management skills are desirable.

QUALIFICATIONS: **Education and Experience:** Any combination of experience and education equivalent to graduation from college with course work in English, computer science, reading, math, composition or related fields. Experience as a student assistant is desirable. The ability to learn independently about computers and software programs is a fundamental qualification.

Knowledge and Abilities: Ability to coordinate and supervise in a way that elicits cooperation; ability to learn various software programs; ability to keep accurate records; basic competency in English grammar and writing; ability to work cooperatively with others. A knowledge of computers is not a necessary requirement of this job, but it will be necessary to learn about their use and applications for computer-aided instruction.

General Requirements: Satisfactory results from prescribed job-related medical examination, including evidence of freedom from active tuberculosis; satisfactory fingerprinting response.

ETC (boilerplate at end)

Salary: \$27,924 - 33,780 annually (12 months)

Benefits: \$6,666.00 annually

Payroll costs: 17% of whichever base salary figure is used. The 17% will then be an annual figure. Adding all three together give the total cost that should be budgeted.

CPC 5/21.
att. 3

CLASSIFIED OPEN AND PROMOTIONAL OPPORTUNITY

POSITION: **LABORATORY TEACHING ASSISTANT--LTA assigned to Learning Support Services**

Salary:
Five-step salary range, initial placement is set a first step with annual advancement to the next higher step. 8 hours per day, 11 months per year, plus fringe benefits; 12-month probation period. All work schedules and work assignments are subject to change based on the needs of the College.

JOB SUMMARY: Under general supervision, to assist in preparation of supplementary instructional materials delivered in the LRC, to support operation of computer-assisted instruction and tutorial service in the LRC, and to coordinate, train, and supervise tutors using computers.

EXAMPLES OF DUTIES: Reviews subject matter to be covered by the instructor; assembles appropriate demonstration materials and distributes to students; assists and tutors individuals and small groups of students on the materials covered; arranges and makes demonstrations as set forth or approved by the instructor; answers students' questions on the subjects covered and amplifies or clarifies lectures, tapes, or other demonstration materials used; informs instructor about questions asked by the students and confers on difficult areas needing reviews; checks student work books for accuracy and completeness; scores test papers and special assignments in accordance with specific instructions; compiles and maintains lecture outlines; takes attendance; compiles grades; issues and orders supplies as needed; cleans equipment and materials used.

DUTIES SPECIFIC TO THIS POSITION Supervises computer lab activities, including student workers; maintains an orderly and professional environment; assists with recording student attendance and usage and coordinating tutor schedules; maintains server in absence of the Computer Lab Coordinator; contacts vendors as necessary; maintains software for all computer systems; with assistance of the instructor, prepares instructional programs; hosts tours and performs demonstrations; provides assistance with all course materials and applications offered through Learning Support Services. When classes are not in session, assignments will be given by the immediate supervisor or in the immediate supervisor's absence, by a designated supervisor.

QUALIFICATIONS: Education and Experience: Any combination of experience and education equivalent to graduation from college (e.g., 2 years college, 2 years experience) with major course work or experience in computer-related fields. Experience as a student assistant is desirable.

Knowledge and Abilities: Ability to coordinate and supervise in a way that elicits cooperation; ability to learn and support various software programs; ability to keep accurate records; ability to work cooperatively with others.

General Requirements: Satisfactory results from prescribed job-related medical examination, including evidence of freedom from active tuberculosis; satisfactory fingerprinting reports.

ETC (boilerplate at end)

salary: Salary: \$25,597 - 30,965 annually (11 months)

Benefits: \$6,666.00 annually

Payroll costs: 17% of whichever base salary is selected. The 17% will then be an annual figure. Adding all three together gives the total cost that should be budgeted.