

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/7/2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Assistive Technology-Alternate Media Specialist</p> <p>Position #: Z-00013792</p> <p>FTE: 1.0</p> <p>Level: Classified 12- month position</p> <p>Department: DSPS</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Install, configure, and maintain college-wide access technology. • Survey the current access technology needs of the campus and assist in developing a campus • access technology plan. Participate in campus instructional and technology committees. • Provide training and technical assistance to faculty and staff in the design and redesign of • educational and informational media to ensure that the California Community College • Chancellor's Office access guidelines are met. • Serve as a resource to external agencies and campus entities concerning access technology. • Participate on Alternate Media list serves. • Research and assist in evaluating new access software that may be suitable for implementation • on campus. • Scan print media using Optical Character Recognition software and transcribe it to e-text for • alternative forms of output (large print, braille, audio recording, etc.). • Produce alternate media in a variety of media formats that will enable students with disabilities • access to the instructional material and services provided by the college, including but not • limited to, the production of alternate print material such as e-text, large print, and braille. • Develop, implement, evaluate and revise alternate media formats as necessary for ADA • compliance. • Advise on the development and implementation of processes to meet institutional braille and • captioning needs, including methods for providing educational and informational materials in • alternate formats. • Create and promote a positive and supportive college-wide instructional climate for students • with disabilities who use assistive technology by providing assistance to faculty and staff in • diagnosing and resolving problems associated with supported services. • Monitor activities (analysis, specification, testing, training and documentation) associated with • system enhancements and new systems development efforts to ensure they are accessible to • people that use access technology.

		<ul style="list-style-type: none"> • Develop and maintain a resource bank of access strategies for various types of disabilities and • related instructional alternative media and adaptive technology (e.g., distance learning, Internet, • tele-courses, and e-text), including an organizational system for tracking progress and • availability of alternate media produced. • Conduct needs assessments and make recommendations concerning the computer needs of • DSPS and other student services offices; serve as a technical resource to student services • programs. • Maintain department website. • Install or assist in the installation of software. • Troubleshoot any problems that may arise in the area of alternate media <p>2. Current Status of the position</p> <ul style="list-style-type: none"> • The position is currently vacant after retirement. <p>3. Strategic Staffing Rationale:</p> <p>Legal mandates – Title 5, section:56048</p> <ul style="list-style-type: none"> • Districts receiving funding pursuant to this subchapter may also employ classified and/or paraprofessional support staff. Support staff shall function under the coordination of a DSPS coordinator or director, counselor, LD Specialist, or instructor as appropriate for the academic adjustments, auxiliary aids, services and/or instruction being provided. • Accreditation requirements –provides a Federal and State mandate • Critical threshold of instruction or support services – The DSPS Alternate Media/Assistive Technology Specialist position provides critical support and coordination for mandated services such as Alternate formats: Digital E-Text, Enlarged Print, Braille, Note-taking Technology such as Otter ai. Assistive Technology, such as JAWS, Fusion, Kurzweil and PDF documents. Along with training students on use of and providing workshops. Keeping up with new IT standards and participating in in-reach and outreach activities. Liaison to Administration, Faculty, Staff, and IT. • Essential supervision – This position provides supervision to student hourlies. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> • Is position included in the current budget? Yes. • Funding Source: Restricted • Smart Key and Salary Object: 1435091 and 2110 • Annual Salary at Step B: (\$5,902 a month) \$70.824 a year

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Student Services Specialist Z-00005213 FTE: 1.0 12 Months Department: CalWORKs	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Perform a variety of specialized duties to provide services to students in assigned CalWORKs • Organize and coordinate office activities in assigned area to assure timely and efficient office operations. • Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required. • Greet office visitors and answer telephones; screen and refer calls, schedule appointments and meetings or take messages as appropriate. • Answer questions and provide specialized information and assistance to students, instructors and others in assigned area of student services. • Communicate with other district departments and personnel, local high schools, community organizations and other outside organizations and agencies to exchange information and coordinate activities. • Type a variety of materials such as reports, correspondence, memoranda, forms and other materials. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ The position has been vacant since May 11 2025. The prior person in the role is now an adjunct counselor in the department. <p>3. Strategic Staffing Rationale:</p> <p><input checked="" type="checkbox"/> Legal mandates –</p> <p>1. <i>Service Coordination and Case Management</i> Education Code §79204 mandates that colleges provide:</p> <p>Case management services,</p> <p>Coordination between the college and county welfare departments,</p> <p>Job placement services,</p> <p>Work-study and subsidized employment assistance,</p> <p>Childcare coordination.</p> <p>2. <i>Data Reporting and Accountability</i></p>

		<p>Education Code §79207 requires annual detailed reporting on:</p> <p>Childcare services,</p> <p>Work-study participation,</p> <p>Case management activities,</p> <p>Student outcomes and program participation.</p> <p>The Student Services Specialist will gather, track, and submit this data accurately and in a timely manner to support college and Chancellor's Office reporting and funding compliance. A Student Services Specialist is critical for the coordination of these services, acting as a bridge between students, campus resources, and county agencies. This position ensures that CalWORKs students receive timely, individualized support, including educational planning, resource navigation, and welfare-to-work compliance.</p> <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services – <p>The CalWORKs Student Services Specialist plays a critical role in supporting the success of CalWORKs students by overseeing day-to-day program operations and ensuring compliance with county, state, and federal regulations. This position is responsible for coordinating student services, maintaining accurate documentation, and facilitating access to resources that promote student achievement and retention.</p> <p>The specialist collaborates closely with faculty, staff, and community partners to create a supportive environment that meets the unique needs of parenting students receiving public assistance. They assist students with educational planning, childcare coordination, work-study opportunities, and referrals to on- and off-campus support services.</p> <p>In addition, the CalWORKs Student Services Specialist advocates for equitable access to education, educates faculty and staff on best practices for working with CalWORKs participants, and ensures program compliance with regulations such as TANF, CalWORKs Guidelines, and Title 5. Through a student-centered approach, this position strengthens the connection between students, the college, and county agencies, fostering a pathway to academic success and long-term self-sufficiency.</p> <ul style="list-style-type: none"> ○ Essential supervision – <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes. ○ Funding Source: Restricted
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