

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Johnny Conley</b>		
Program or Service Area:	<b>Guardian Scholars</b>		
Division:	<b>Student Services</b>		
Date of Last Program Efficacy:			
What rating was given?			
Current Number of Classified Staff:	XFT:		PT:
Position Requested:	<b>Student Services Technician II</b>		
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	Access, Student Success, Communication, Planning		

Replacement  Growth

If you checked replacement, when was the position vacated? \_\_\_\_\_

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

With the retirement of the Coordinator of Guardian Scholars as of June 30<sup>th</sup>, 2016, that position was filled by a Counselor, who would focus on educational plans, programming and follow up services for the foster youth and Dreamers student populations. Additionally, the Guardian Scholars, FCKE, and YESS/ILP programs are housed under the First Year Experience, with this restructure and coordinator not being replaced it will imperative for a Student Services Technician II assist the counselor with a variety of technical duties in support of the Guardian Scholars, FCKE, and YESS/ILP programs ; provides students, staff, and others with specialized information, training, and assistance related to area of assignment; provides a wide variety of reference and resource information related to assigned function or program area; and performs other general program support and clerical assistance duties in support of the Guardian Scholars, FCKE, and YESS/ILP programs.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

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3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The Student Services Technician II would coordinate the FCKE classes, set up the classes for the FCKE trainers, create an annual booklet for all trainers and community partners, and complete the year-end report, self-review report and program plan. Furthermore, with the assistance of the Director of the First Year Experience, the Student Services Technician II would submit monthly budget forms.

4. What are the consequences of not filling this position?

If the Student Services Technician II position is not filled, the programs will not function properly as the program as the students in all the programs not tracked effectively for core matriculation services with only a counselor and secretary I.