A PROPOSAL FOR JOB SHARING
ACADEMIC ADMINISTRATOR, NEEDLES CENTER
PALO VERDE COMMUNITY COLLEGE DISTRICT

Submitted by Pamela J. Blake
January 8, 2013

INTRODUCTION

This proposal outlines a plan for restructuring my current position as Interim Director of the Needles Center of Palo Verde Community College (PVC) into a more productive job sharing arrangement. The title would change to Academic Administrator. My proposed job partner is Lyn Parker, who retired from Needles Unified School District December 18, 2012. Lyn has been with the school district since 1986, and her resume, which is attached, lists her many accomplishments and talents.

Having researched job-sharing practices, the proposed plan also aligns with progressive workplace practices in corporations throughout the US, Canada and Europe resulting in measurable employer advantages.

PURPOSE

The plan outlined below is an approach to retaining my training and experience which will also foster an increase in on-the-job productivity, concentration, energy, engagement, efficiency, and creativity. Throughout this arrangement, the partners will align their efforts with the mission of the Board and PVC as a whole for student academic and career success.

PLAN

The following describes how the plan will work, highlighting how the specific job responsibilities are to be performed and outlining a seamless communication procedure.

A. Work Schedule

My job partner and I propose the following schedule:

Attendance requirements at meetings, trainings and other functions will be met by both or one of us.

We will work opposite pay periods to keep the record keeping as simple as possible. It will be necessary, from time-to-time, to have both partners perform certain duties at the same time. We will produce a schedule, and all concerned departments will have a copy.

At the end of six months, it is proposed that this arrangement be evaluated and adjusted if appropriate. The six-month period will be from January 23, 2013 and will end June 7, 2013.

B. Job Responsibilities

Under the proposed arrangement, all aspects of my position can be restructured to meet the change while still meeting the needs of the job. Below I have itemized the position's key responsibilities and how they will be handled by the job sharing team.

These job functions will be shared responsibilities. They will be performed by each job partner according to her respective schedule and maintained seamlessly through diligent communication. All of these job functions will be shared responsibilities. They will be performed by each job partner according to her respective schedule and maintained seamlessly through diligent communication.

In certain instances, one partner will have job skill strengths over the other and will manage the projects accordingly. Both partners will have an equal share of interesting and challenging work and likewise will divide less challenging, yet necessary, tasks.

The revised academic job description lists the duties below:

1. Supervise all Needles Center staff.
2. Coordinate the college activities, course offerings, programs, and services offered in the Needles Center.
3. Design instructional programs/curricula that will prepare students for jobs. Identify concurrent job placements for students while enrolled and after completion of educational programs.
4. Work with the Blythe campus to prepare the Needles course schedule each semester.
5. Publicize classes for both print and electronic media.
6. Facilitate services to all students including advising, class scheduling, orientation, mentoring, tutoring, and other related services and activities.
7. Guide students in the enrollment process.
8. Assist faculty and staff in devising methods to use technology in their instruction and support services and assist in developing distance education classes and online student services.
9. Provide training to faculty and staff in distance education and computer-assisted instructional methodologies.
10. Insure that all registration, positive attendance, grades, attendance reports, and other associated materials are submitted to the Registrar on or before the due date.
11. Schedule Needles facility for instructional and community use.
12. Coordinate the District's services for students in accordance with state Title V and Chancellor's Office regulations.
13. Perform enrollment management services and serve as a recruiter and liaison with high school and other community agencies.
14. Assist in developing and maintaining online course and services databases for student tracking.
15. Participate in full-time staff responsibilities, including staff/faculty meetings, committee assignments, and student activities.
16. Arrange and/or conduct in-service workshops and conduct new faculty orientations.
17. Monitor budget and maintain files on purchase requisitions.
18. Prepare reports as necessary in support of the Needles program.
19. Serve as a community liaison in order to identify educational and training needs.
20. Perform other related duties as assigned.

My demonstrated abilities to manage my time and to communicate and work well with others within and outside the college characterize me as the type of employee to be successful in a job sharing arrangement.

In addition, the many years of educational leadership experience of my job sharing partner will reinforce the shared position with complementary skills.

C. Communication

I will inform staff, colleagues, and students of the job-sharing arrangement. Our schedule will be posted at the Needles campus.

Under the proposed arrangement, current modes of communication will remain the same. My partner will be added to the PVC email. To maintain seamless communication between us, my job sharing partner and I will copy one another with emails as well as keep Jeanie Johnson informed by copies of emails (she and I currently do this).

For time-pressed communication, we each have each other's cell number for calls and texting.

D. Physical Set-up

Each partner will have their own office, phone and computer. There is available office space, phones and computer at the Needles Campus.

E. Compensation

This job currently covers approximately 198 eight hour days per school year. The Needles campus is closed during the summer. This computes to approximately 1,584 hours. Divided by two, each partner would work approximately 792 hours per academic year. Currently, my salary is being paid at a rate of $32.21 per hour.. Keeping the current rate, both partners would earn approximately $25,776 per academic year.

F. Benefits Coverage

The Academic Administrator of the Needles Campus of Palo Verde College will remain a full-time position. Both partners are retirees, one from PERS and one from STRS. The college would not have to pay retirement nor insurance benefits.

G. Evaluation

I suggest this arrangement be on a trial basis. At the end of the trial, the arrangement can be evaluated as described above in A via assessing overall productivity, workflow, timeliness of projects, and informal discussion with coworkers about how well the arrangement is working. The trial period will begin January 23 , 2013 and end June 7, 2013.

H. Advantages to PVC of Proposal Approval:

The advantages and benefits of the proposed job sharing arrangement include:

Double the talent: Two sets of skills and perspectives in one position - My partner and I bring a broader range of talents and experience to the position than either of us alone. This type of pairing generally results in a better work product. For example, we have worked together over the years on

projects for the Needles Unified School District. Whatever we took on, we divided up the tasks, and then came together for the final product. We knew our own strengths and were able to capitalize on those and then collaborate and fine tune the outcome.

Productivity increases: Because job sharing eases the strain of balancing work and outside personal responsibilities, each job share partner can devote greater energy and focus when she is on the job. With two people, there is a built-in checking system on the job, maintaining quality control and preventing errors. Increased productivity generally follows increased morale which results when people have better control of their personal and professional lives.

Continuous job coverage - Job coverage will be continuous during vacations and sick leaves. That said, loyalty and retention are high and absenteeism is low among job sharers.

GOALS

After talking to students, community members, two of the PVC board of trustees, staff and reviewing data, it has been determined that efforts will be made to achieve the following goals during the course of this job share arrangement:

1. Increase enrollment
   In the current Fall semester, there are 140 students including ITV, 84 face-to-face students. There are 22 classes available by ITV and face-to-face. Non-credit classes brought five additional classes to the campus and added 73 students. The tentative schedule for Spring semester has more face-to-face classes added to the schedule, 14, and 3 at the high school. There will be 5 non-credit classes and more being considered. Marketing these classes throughout the community and holding open houses are some of the strategies that will be used to increase student enrollment. The non-credit offerings have been a good tool to bring in the community support. I am a member of the local hospital Board of Trustees and the Downtown Business Alliance. Lyn Parker is a board member of the Needles Chamber of Commerce.

2. Recruit qualified instructors
   Recruitment of instructors qualified to teach college-level courses will be an important task for both partners. This will be done by net-working throughout the community and advertising in the local newspapers.

3. Stronger connection with the Ft. Mojave Indian Tribe
   The college should better serve the tribal population. Currently, we do have some tribal members attending. Meetings will be held with the education department at the tribe to determine their needs.

4. Work on “good neighbor policy” with Arizona and Nevada
   PVC needs to be able to offer a reduced tuition to Arizona students living in Bullhead City, Mohave Valley and Golden Shores as well as Laughlin, Nevada. Agreements need to be reached with Mohave and Clark counties for this to be realized. Currently, Mohave Community College offers reduced rate tuition for their nursing program only to Needles students.

5. Academic counseling services

Needles students are in need of at least part-time academic counseling services. This will enable students' awareness of their degree or certificate status and nurture student success.

SUMMARY

In the short time I have been the Interim Director of the Needles campus of Palo Verde Community College, I have enjoyed the opportunity it has afforded me to use the talents I gained through many years in the education field. It has also given me a chance to network throughout the community again and reestablish and make new contacts.

I want to continue on staff and contribute to the Needles campus of Palo Verde College. Both partners are long-time residents of the area and understand the needs of the current and future students of the college. My prospective job partner and I possess the dedication and motivation to manage the role as Academic Administrator of the Needles campus of PVC successfully in the restructured manner posed.

Your approval of this proposal protects PVC's investment in trained and experienced personnel who will bring professionalism and insight into the needs of the Needles campus of PVC.

This proposal to restructure my position considers both employee and employer needs, but I am open to discussion about concerns that I might have missed and welcome your suggestions for making the arrangement successful.

Attachment:

Resume of Lyn Laurie Parker

Lyn Laurie Parker

Parkerx2@citlink.net

Education

Masters Degree in English Literature, Summa Cum Laude *1989*
Northern Arizona University, Flagstaff Arizona

Bachelor of Science Degree History/Social Sciences, Magna Cum Laude *1986*
Northern Arizona University, Flagstaff Arizona

Career History & Accomplishments

Needles Unified School District Data Management Program Director *2008*

- Created and implemented data management system for Needles Unified School District
- Oversaw all aspects of data collection, analysis and distribution
- Trained district staff on OARS student data collection and assessment systems
- Troubleshot all technical aspects of OARS, software and hardware
- Initiated and administered Benchmark Assessment protocols for NUSD

Needles High School, Needles Unified School District *1986*

- Served as English Instructor, all levels and content:
  American Literature, British Literature, English 9 & 10, Composition
  Advanced Placement British and American Literature
- Taught Speech, Communications, Current Events, World History
- Taught and advised the NHS Student Council, Leadership, *Colomounde* newspaper and *Mystic Maze*, yearbook, founded 'Mock National Security' trainings, began voter registration and volunteer blood donation programs at NHS

San Bernardino Valley College, Palo Verde Community College *1990's-early 2000's*

- Taught English 101, Sociology, Speech 101

Mohave Valley Elementary School District, Mohave Valley Junior High School *1985*

- Taught 8th grade United States History and Girls Physical Education

Memberships & Affiliations

- Founding member of the Needles Youth Development & Education Foundation, (non-profit 501-C3) 1997
- Co-Chair Needles High School Accreditation Teams (W.A.S.C.), 2008, 2002, 1998
- Director 2K4'R'KIDS Memorial Foundation, 2007-2012
- Needles High School Site Council, 1995-2008
- Needles Teachers Association, Executive Board, Vice President of Grievance, 1990-2012
- Needles Unified School District Curriculum Committee, 1995-2008
- Needles Unified School District Beautification Committee, 1990-2010

Summary of Traits

- Strong reputation for diligence, work ethic and discipline
- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively
- Experienced with student information systems, student data collection, assessment and analysis systems and procedures
- Skillful at thinking globally, problem solving locally
- Demonstrated achiever with broad knowledge of the public education system, including administration, curriculum, methodology, pedagogy and assessment