

NON-INSTRUCTIONAL POSITION REQUEST 2017-2018

Internal Use

#: 2017-08

Requester Name: Stephany Chavez

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district job description)

Early Childhood Assistant

Position Will Reside in Division/Unit:

CATSS/CDC

Indicate To Whom this Position Reports:

The individual will work in a children's classroom within the Child Development Center. The person will report to the Director of the Child Development Center and will work in collaboration with the Early Childhood Specialists.

Indicate if this position or a similar position has been presented to RAC previously and in what years: +

n/a

The position is:

New

Number of Hours per Week: 24

Number of Months per Year: 10

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

The Early Childhood Assistant will help in obtaining our mission through modeling exemplary practices within the classroom for our students. The Early Childhood Assistant will collaborate with the Early Childhood Specialists to best ensure that the requirements for a high quality program are created and maintained.

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

Currently the Child Development Center does not have a Early Childhood Assistant. The Early Childhood Specialist are currently receiving the assistance by College Student Assistants. The Student Assistants help the Child Development Center maintain state guidelines but it does not ensure quality care. As a lab center the main objective is to model best practice and ensure the center is providing quality care.

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (look to your program review). Please describe the metric you use to determine staffing needs in your program:

Example:
 Metric = Students Served per semester / Full-Time Equivalent Employees 2010 = 900/1
 2015 = 1000/1
 Increased demand over the past 5 years is: = 11%

Metric = _____ = _____
 _____ = _____
 Increased demand = _____

And/or provide additional information supporting a need for this position and resulting impact on students or program:

When the Child Development Center opened in the year 2011 the center only consisted of two classrooms. Currently the center has five classrooms opened with a total of 84 children enrolled. We have three full time Early Childhood Specialist that are in need of assistance in their classroom. As mentioned before the assistance that the Early Childhood Specialist are receiving are from College Student Assistants. We need a more permanent support system for our center because at the end of the day our College Student Assistants have school work that is their main priority.

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

Students at the college will work within the classroom and also do observations. Other disciplines have expressed interest in conducting observation within the laboratory. It is essential that there is support for the team in order to obtain the high standards for quality care and education. The Early Childhood Assistant will provide the vital support needed for the classroom to optimally function. The position is also necessary to adhere to the staff child ratios that meet the state, federal, and National Association for the Education of Young Children accreditation guidelines.

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

The mission of ACCJC is to advance educational quality and student learning achievement. The Child Development Center also wants to ensure that students who come to observe and do lab work are gaining knowledge and skills needed to be a competent and effective early childhood professional.

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position supports the College's mission and/or planning priorities:

The ECD program goals are consistent with those reflected in the Institutional Goals and those contained within the College Mission. The Institutional Strategic Goals includes providing "excellence in teaching, student learning, services to students, and scholarship by providing state of the art leaning facilities, equipment, supplies and resources and, staffing". The Mission of Las Positas College is to provide educational "opportunities that meet the academic, intellectual, career-technical, creative, and personal development goals of its diverse students". Early Childhood Development is an integral educational department at Las Positas College and has a major impact on the students that it serves. The ECD department provides the foundation for students pursuing a degree in teaching and other related fields. Our local community depends on us to provide their employees and future employees with the knowledge and skills needed to be competent and effective early childhood professionals.

The Early Childhood Department with the Child Development Center Laboratory will be fully positioned and also meet the mission of the State Chancellor's Office that includes transfers, career technology and basic skills.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

- This need was described explicitly in a Program Review (Year 2017).
- This need was implied in a Program Review (Year _____).
- This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

Fall 2017 Program Review

"Funding for the CDC – we cannot provide the model program without the required staffing. Like many programs in our county we are facing a staffing shortage. We are currently only allowed to post for a part-time teacher position with no benefits; people with the needed qualifications are not applying. Additionally, since the center has opened we have not been staffed at appropriate levels and this has severely impacted our quality of service to students and families and made for difficult working conditions for our teachers. When the planning for the center happened, we were supposed to have a Specialist and full-time assistant in each classroom, along with a permanent sub. This would provide enough staffing for consistency, to allow teachers to take vacation days or to be sick, to do proper planning and implementation of children's developmental profiles, documentation of learning and for professional development time for the teachers."

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

The Early Childhood assistant will help maintain the staff child ratios needed at the center. When the classroom does not have enough staff it is also a security risk. In case of an emergency the Early Childhood Specialist needs assistance managing the children's needs.

60% 24 hrs/wk 10 mo
Range 17 Step 1

SECTION 6: COSTS*

| | |
|--|---------------------|
| Estimated Increase or Proposed Annual Salary Cost: | \$ 16,358 |
| Estimated Benefits Cost: | \$ 8,179 |
| Total Cost for Position: | \$ 24,537 <i>SD</i> |

NOTE:
 Full Time = 20-40 hours per week or 50% - 100%
 Regular Hourly = 18 hours or less per week (<50%)

**Costs: For accurate costs, requestor must contact College Administrative Assistant in the LPC Office of Administrative Services (ext. 1632).*

SECTION 7: REVIEWS

| | | | |
|-----------------------------------|-----------------|-------------------------|-----------------|
| Signatures: | | | |
| <i>Stephanie M...</i> | <i>10/20/17</i> | <i>[Signature]</i> | <i>10-20-17</i> |
| Requester | Date | Dean/Unit Administrator | Date |
| <i>Sharon Davidson</i> | <i>10/24/17</i> | <i>[Signature]</i> | <i>10/24/17</i> |
| College Administrative Assistant | Date | Vice President | Date |
| Office of Administrative Services | | | |

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

EARLY CHILDHOOD ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision, assist in providing quality care and educational experiences for children enrolled at the Chabot Children's Center; as directed, participate in providing instructional and recreational activities appropriate for the developmental needs and skills of children enrolled at the Children's Center; and communicate effectively with parents, other staff members, and other professionals.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. As directed, participate in providing developmentally appropriate curriculum for attending children; assist in facilitating children's individual development in cognitive, physical and socio-emotional, and creative aspects; assure prompt delivery of quality care to children; participate in assessment of attending children on a semester basis; assist children in self-help and social skills.
2. Assist in the supervision of children involved in various Center activities including recreational and educational programs; serve as a positive role-model of professionalism and Early Childhood care.
3. Greet parents at beginning and/or end of each day and discuss issues regarding the daily program elements or other relevant facts; provide information to parents regarding curriculum and program schedules in a sensitive and tactful manner.
4. Assists in creating informational bulletin boards and/or newsletter to inform parents about children's activities, development, participation, and planning.
5. Assist in maintaining the classroom and play-yards on a daily basis; report any unsafe condition of equipment and any materials that are in short supply.
6. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner or refer to higher level staff; ensure confidentiality of children and their families.
7. Assist in maintaining daily records including attendance, health, and nutrition records.
8. Assist in informing participants in Center operations of rules, regulations and the goals and mission of the College and the Center.
9. Participate in ongoing professional development including coursework, regular staff meetings and parent meetings.
10. Assist in maintaining children's classroom; report necessary repairs or potential dangers to appropriate College personnel.
11. Serve as mandated reporter of suspected abuse or neglect to California Department of Social Services.
12. Perform related duties as required.

Chabot-Las Positas Community College District
Early Childhood Assistant (Continued)

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Basic principles of child development theory.
2. Basic health and safety requirements of children.
3. Potential safety issues within a group care setting; appropriate safety precautions and procedures.
4. Principles of basic first aid and CPR.
5. Basic principles and procedures of record keeping.
6. Basic principles of report preparation.
7. English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

1. Participate in providing daily, weekly, and monthly curriculum.
2. Learn basic operations, services, and activities of a full service children's center.
3. Learn concepts in early childhood education.
4. Learn concepts in early childhood education.
5. Learn principles and practices of curriculum planning.
6. Learn socialization techniques.
7. Assist in implementing instructional and recreational activities according to the needs of the children and Center policy.
8. Assist in supervising children of various ages involved in Children's Center activities.
9. Develop and maintain effective relationships with preschool and school-aged children, students, parents, and staff.
10. Learn to understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
11. Maintain records and prepare reports.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.
14. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by twelve (12) units of college level course work in early childhood education, child development, education, or a related field

Experience:

Two years experience working in a licensed child development program assisting in the teaching of infants or preschoolers.

License or Certificate:

Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a children's center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a children's center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional