

#5

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

| | |
|---|--------------------------------------|
| Department | Child Development |
| Position Title | Child Development Center Aide |
| Salary Range* | \$3,063-\$3239 |
| Annual Salary at Step B* | \$3,366 |
| Hours/week and # of months (e.g., 10-month, 11-month, 12-month) | 40hrs/week, 12-month |

Q2

Current program goal (as listed in comprehensive program review/annual update) this position will directly advance/support:

Create an observation video library for faculty to use in their courses, specifically for CD 106- Practicum: Observation and Experience.

Q3

How will this position directly advance/support the goal listed above?

This position will support having a fully staffed program so that the academic faculty can begin to work with the center director in developing a plan to begin filming for a video library.

Q4

Additional general fund position

What type of position is being requested?

Q5

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

2024%20-%20Center%20Aide%20Proposal%20(1).docx (25.3KB)

Q6

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position? How does the lack of this position impact the program's or service area's ability to serve students? (300 words or less)

* Assist Child Development Center Assistant, Senior in providing care for a classroom of preschool children and interacting with the children in a developmentally appropriate manner, which may include curriculum development and implementation.

* A NANCE employee is not a consistent staff member who is able to support the center's continuity of care philosophy. Continuity of Care is a research-based practice that is used to support the development of relationships between center staff, families, and their children. Research shows that relationships are an integral part of a child's development by supporting brain development, social and emotional skills, self-regulation practices, etc. Continuity of Care can only be implemented when teachers are able to move with their group of children from classroom to classroom each year. Inconsistent teachers does not allow for this to be implemented with fidelity.

* Set up and clean up classroom, outdoor play area, workroom and kitchen as needed.

* Many times the center director and center technician are found completing these tasks. The center director and center technician are able to step in when needed but should not be stepping in for full days or multiple days in a row.

For more information, please see attached proposal from CDC Coordinator, Tina Cruz.

Q7

* How are the duties of the requested position currently being performed, if at all?

The NANCE hires are performing some of the current duties. NANCE hires are limited to working 25 hours/week for 175 days per academic year. The center director and center technician are often found in the classroom or the kitchen doing the duties of a center aide because NANCE employees do not have the same schedules every semester. When this happens, there are times that the front desk is left unattended. For safety purposes, the front desk must be staffed during business hours. Having to rely on NANCE employees has put a strain on staffing the center appropriately, as the state licensing entity and the State Funding contract require of us.

Q8

* OPTIONAL: If duties are being performed by a grant-funded position, when will the grant end?

N/A

Q9

Program or Service Area Potential for Growth Please describe how the program/department has changed over the past 3 to 5 years and how this position will help the department serve more students directly or indirectly? - How has the demand for program/department services increased/changed over the past 3 to 5 years? - How have workloads in the program/department increased/changed over the past 3 to 5 years? - How many more students will the position serve, and who will it serve? **Please use both quantitative and qualitative data including, but not limited to: details of a new program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops; total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided. ** (200 words or less) (Rubric Criterion 2)

While the child development center serves students, it also serves staff, faculty, and community members. As of now, the center is not fully enrolled with 74 children. The current enrollment is 33 children across 3 classrooms. NANCE employees do not allow the center to have a consistent staff to ensure all shifts are covered. There are 10 children on the waitlist, and 3-4 of those are children of students.

Approximately 150 students need to have access to the Child Development Center to conduct observations and present activities to the children. Due to low staffing ratios, a schedule had to be implemented that limits the number of hours students can complete their work. The addition of an aide would allow for more hours to be opened up for student use. As mentioned above, the center is not fully enrolled. This also means that if not enough children are present, students are not able to complete assignments as they are meant to be completed. Which will lead to the student not receiving the maximum benefits of having the center on campus for their use.

For more information, please see proposal from CDC Coordinator, Tina Cruz.

Q10 **Increase Hiring and Retention of Diverse Employees**

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

Q11 Please explain how the requested position will support the college strategic goal(s) identified above. (200 words or less) (Rubric Criterion 3)

This position will allow the center to continue its goal of hiring a diverse staff. The center coordinator is committed to recruiting from various professional organizations in our area to ensure her staff are representative of the community and population they serve.

Q12 How will this position improve the student experience at Cuyamaca College? How will the program or service area measure the impact of this position on the student experience? (200 words or less) (Rubric Criterion 4)

Hiring an additional center aide will allow more students to be able to access the center to complete coursework. Limited scheduling has impacted students' ability to complete work, or they have to miss work or change hours to do observations and activities when the center is open to them. The impact of the position can be measured by counting how many students can complete coursework in the center. We will also be looking at enrollment numbers, staffing of the front desk, etc.

Q13

Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback about the division's priorities and needs to help inform and may impact the prioritization process.

Yes, I have discussed this position request and its priority relative to other requests within the division/department with my dean/manager

Q14

Date of meeting (with dean/manager):

Date / Time

10/18/2024

Q15

In an effort for continued improvement of the Classified Position Request Process, the CHPC would like your feedback regarding the CHPC guidance and process for submitting new classified positions requests.

Respondent skipped this question