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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* | \$3278-\$4100 |
| Annual Salary at Step B* | \$41,604 |
| Hours/week and # of months (e.g., 10-month, 11-month, 12-month) | 40 hrs/week 12-months |

Q2

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

The request for this position does not currently align with any specific program review goals.

Q3

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

The Child Development Center is the lab for the Child Development academic program, but it runs under its own set of state guidelines. The request for new classified positions will not always align with our academic program goals. The academic program is not always able to set new goals without the center being sufficiently staffed.

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).

c-22-child-development-center-aide.pdf (185.8KB)

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 provisional 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 can 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 the 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 can step in when needed, but should not step in for full days or multiple days in a row.

Oftentimes times the front door cannot be answered because everyone is in the classroom supporting children. Families have been left outside, as well as students. Students who were not able to enter the building were not able to complete coursework and had to reschedule. This is an inconvenience for students and families and a burden on the center.

With the implementation of the Personnel Commission, the center will be losing several provisional staff members. This will further the staffing shortage and could potentially lead to a closure. It also impacts the CDC's ability to enroll more children and meet their state contracted numbers. The Covid hold harmless ends on June 30th, 2025, and will require the center to enroll up to 64 children. The hold harmless allowed the center to be paid at their pre-COVID reimbursement rate, no matter the number of children enrolled. Starting July 1, 2025, to receive maximum reimbursement, we will need to increase enrollment to 64 children. The reimbursement is used to keep the center operational.

Students are not able to access care for their children if there is not enough staff to continue with enrollments. Also, students are less likely to be able to complete required coursework in the center because there are not enough staff members to allow lead teachers the opportunity to observe and provide feedback.

Q7

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

Some provisional hires are completing duties, but it is still most often the center director and/or center technician. Many provisional hires are still new and require more training to work in areas like the kitchen, and cannot be left alone with children or students due to center and state policies.

Q8

Respondent skipped this question

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

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)

The CD academic program has seen an increase in enrollment and an increase in the number of students who need to access the center for coursework. In the last year, there have been approximately 1,000 student appointments. The lack of staffing made it very difficult for appointments to be made, kept, and supervised. This also impacts faculty and CDC staff.

Our CDC technician worked a large number of comp hours over the year to cover the front desk, be in classrooms giving breaks, or fill in for absent CDC staff and center director duties over the summer.

We have received student feedback that scheduling and rescheduling were difficult because there was no consistent staffing. Lead teachers were pulled out of classrooms during observations. Student teachers felt that the lack of access to lead teachers impacted their experience in the child development classroom. Students also shared that being able to use the CDC for their coursework helped better prepare them to enter the workforce.

An additional aide will begin to help alleviate some of the issues listed above. Our CDC can only continue to grow and provide high-quality care with additional staff. That staff will allow the coordinator to focus on her job duties in the center and on collaboration with the academic program.

Q10

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.

Increase Equitable Access,

Eliminate Equity Gaps in Course Success,

Increase Hiring and Retention of Diverse Employees

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 that her staff is representative of the community and population they serve.

The additional aide will ensure the students have more access to the center to complete coursework and work with center staff to develop a deeper understanding of the Child Development field, and that will lead to greater success in the academic classroom.

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)

Students will have greater access to the center to complete coursework and enroll their children. The CDC is a unique student and community service, as well as an academic lab, that is contracted by the state to provide critical services to our youngest learners.

We will see an increase in child enrollment and an increase in student engagement, success, and completions. We will also be able to see an increase in positions for student teachers.

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

Respondent skipped this question

Date of meeting (with dean/manager):

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.

The need for additional staff at the CDC cannot only be measured based on numbers and how many students it serves. The Child Development program and center are focused on providing the highest level of quality and care in early education. This form does not allow for the space to provide all the research that supports permanent staff in the implementation of continuity of care. There are many nuances to running a state-funded program that cannot be identified or explained in a staffing request because we serve community members in addition to students. To fully and better understand the Child Development Center and its purpose on campus, I would recommend and request having follow-up conversations regarding staffing requests, not limited to the Child Development request.

In FHPC, deans can come and speak to the committee about the requests from their divisions. Their insight provides an even better lens when ranking positions.