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**COMPLETE**

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Page 1: Classified Position Request Form

**Q1** Please enter the following:

Department	<b>Child Development</b>
Position Title	<b>CDC Aide Position #1</b>
Salary Range	<b>12</b>
Annual Salary at Step B*	<b>\$26,208</b>
Hours/week and # of months	<b>40/week/12 months</b>

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**Q2** Provide the following information for the new position or the increase in FTE for an existing position that is being requested, or the request to fill a vacant, frozen or defunded position: **Respondent skipped this question**

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**Q3** Contract type **12-month**

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**Q4** What type of position is being requested? **New general fund position**

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**Q5** Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

**CHILD DEVELOPMENT CENTER AIDE.doc (31.5KB)**

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**Q6** What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

ESSENTIAL FUNCTIONS:

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.

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

Assist in observations and assessments of children's development.

Assist children with toileting and/or diapering as required.

Attend required staff meetings.

Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established District and Child Development Center safety procedures and regulations.

Maintain currency of qualifications for area of assignment.

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**Q7** Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

The Coordinator of the CDC has had to rely on employee hourly and student workers in order to meet the minimum State requirements for Adult-Child ratios. The CDC is our Child Development Lab School and to be staffing our lab at the minimum levels has three immediate and unfortunate impacts on our CD Program. First of all, the continuity of care expected in quality early childhood programs is impossible to attain with intermittent staffing. Secondly, it makes it very challenging for our adult Child Development students to get consistent feedback on their observations and activities. Thirdly, our current contract staff in the lab are stretched to the maximum since they are the only ones who are can provide feedback and support to adult students.

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**Q8** How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? \*\*Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.\*\* (200 words or less) (Rubric Criterion 2)

Looking at the data from spring 2015-2019 and from fall 2015-2019, we see a significant increase in full time students of 31% for spring and 55% for fall! We anticipate even more significant growth in the coming five years with the development of the CDC as an Outdoor Demonstration Site and our new Outdoor Classroom Certificate of Specialization.

As indicated in the previous section, our CDC staff are already at capacity of hours and service. As the number of students in our program has increased, the number of contract staff in the CDC has decreased. These two trends are at odds with each other and the impact on our students is becoming increasingly challenging.

The number of students completing degrees went up 80% during 2015-2019. In order to receive their degree the students must complete the student teaching course. This course requires them to spend 120 hours in children's classroom under the supervision of the lead teacher. Due to the limited staffing we have not been able to place as many student teachers in the lab as we would like.

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**Q9** How would this position's main duties specifically support the institution's strategic priorities? Acceleration Guided Student Pathways Student Validation and Engagement Organizational Health (200 words or less) (Rubric Criterion 3)

"Student Validation and Engagement" is the primary strategic priority supported by this staffing request. Since the CDC is the Lab School for the Child Development Program, it is integral to the quality of our adult students' experience as a Cuyamaca College student majoring in Child Development. The students participate in the lab in many different ways, growing in responsibility and scope as they progress through our program. It is important that best practices and high standards in our Early Childhood Education profession be modeled and supported at all levels of their educational experience here at Cuyamaca. It's amazing that we are able to maintain our standards and that our program is regarded so highly when we have more children in our lab than Grossmont and far fewer fulltime and part time contract positions. Grossmont CDC has 11 contract with 15 student hourly positions while serving 56 children and we have 5 contract positions with 12 student hourly serving 75 children. In addition to this, Grossmont's CDC Coordinator is funded by general funds and our CDC Coordinator is funded by the Center budget

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**Q10** How will the position impact the ability of the program or service area to innovate and meet changing needs? (150 words or less) (Rubric Criterion 3)

The more feedback and support students receive the more likely they are to persist and remain in the program. Providing adequate staffing in the lab allows for this feedback and support, in our program we teach our students about best practices, quality design, and implementation and it is unfortunate if we cannot provide this type of high quality placement for our students. Our lab is used by our adult students from the time they enter our program as beginning students until they are advanced students ready to graduate. In our classes, we teach that the indicators of a high quality early childhood program are 1) low staffing ratios, 2) low turnover, 3) continuity of care, and 4) teacher training. We are doing well in teacher training, but we are struggling with turnover in the lab since we have to use many student workers and employee hourly positions and are challenged to keep low staffing ratios. Continuity of care (children remaining with the same primary caregiver during their time in a center) is also a challenge when staffing is inadequate.

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**Q11** Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to help inform the prioritization process.

**Yes, I have discussed this position request with the Division Dean**

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