**Office/Department/Program:**

Child Development 2018 - 2019

**Position Needed:**

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| **Position Title in Priority Order** | **Classification** | **Justification** |
| Early Childhood Education Specialist  1 position | FT Classified | **CDC Lab School – Toddler Room**: – Currently we have one part-time Instructional Aide in this classroom. This does not meet the need for a full time lead teacher. We use student staff for the remainder of the staffing needs. Students are not able to mentor or model for other students, turn-over is not reflective of appropriate practice in the field, they are not reliable, absenteeism is high and students may at times be unsupervised. Reedley College is the only Child Development Center in SCCCD that does not have at least two permanent staff members in each classroom and instead relies heavily on students. We are required to maintain a 1:5 ratio in this classroom. |
| Early Childhood Education Associate  1 position | FT Classified | **CDC Lab School – Preschool Room** – We currently use part-time student staff. Turnover is not reflective of appropriate practice in the field, students are not reliable, absenteeism is high and students are not able to model best practices for other students. Reedley College is the only Child Development Center in SCCCD that does not have at least two permanent staff members in each classroom and instead relies heavily on students. We are required to maintain a 1:8 ratio in this classroom. We currently use two students paid from the XXO budget instead of this required position. |
| Early Childhood Education Associate – 1 position | FT Classified | **CDC Lab School – Infant Room** - We currently use part-time student staff. Turnover is not reflective of appropriate practice in the field, students are not reliable, absenteeism is high and students are not able to model best practices for other students. Reedley College is the only Child Development Center in SCCCD that does not have at least two permanent staff members in each classroom and instead relies heavily on students. We are required to maintain at 1:3 ratio in this classroom. We would still need to have 2 part-time students to meet ratio in addition to this position but this position would ensure there is always a SCCCD staff member with the children and lab students at all times. We currently use 5 students in this classroom. Students are paid from the XXO budget. |
| Early Childhood Education Associate  1 positions | FT Classified | **CDC Lab School – Toddler Room**:– We currently use part-time student staff. Turnover is not reflective of appropriate practice in the field, students are not reliable, absenteeism is high and students are not able to model best practices for other students. Reedley College is the only Child Development Center in SCCCD that does not have at least two permanent staff members in each classroom and instead relies heavily on students. We are required to maintain at 1:5 ratio in this classroom. We would still need to have at least 2 part-time students in addition to this position but this position would ensure there is always a SCCCD staff member with the children and lab students at all times. Currently the ECES in the infant room has to oversee both the infant and toddler classrooms at the same time which is a safety concern and not in compliance with NAEYC quality care. We currently use 5 students paid from the XXO budget. |
| Child Development  Lab School Manager  1 position | Full –time Classified Management | Currently we have a faculty instructor coordinator who oversees the lab school operations.  The instructor coordinator oversees the operations, activities and services associated with the Child Development Lab School but does not directly oversee staff. This has been an issue in previous situations with our regulatory agency as the instructor coordinator does not have the authority to redirect or reprimand actions taken by the classified lab school staff.  Ideally, the classified staff would be under the lab manager’s direct supervision. The lab manager would have the authority to oversee all lab school practices as well as staff and focus solely on maintaining the lab school.  The **Child Development Lab School Manager** would supervise the Child Development Lab School and would be responsible for providing a model early childhood care and educational program for children and early childhood education students.  Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws/codes.  This position would be management and therefore have the ability to supervise and oversee the current and future lab school staff and students while maintaining day to day management of the child development lab school and student programs and services.  This positon would replace the use of a faculty coordinator that currently oversees the lab school. The current structure of the program includes faculty members in charge of all operations of the lab school yet the employees of the lab school and classified staff report to the Dean of Instruction. Though the faculty coordinator has the responsibility for all areas and facets of the lab school including licensing regulations, staff relationships with students, parents, and children, and all regulations, he/she is not responsible for the staff not does staff report to him/her.  The current model at Clovis Community College includes this position. The instructional faculty continue to maintain close working relationships with the lab school in order to meet program needs but the supervision of the program and staff is the responsibility of the lab manager. This management position reports directly to the Dean of Instruction.  Current Lab Manager Job Description includes:  Under direction of the Dean of Instruction, plans, manages, evaluates and oversees the activities, services, and staff associated with the Child Development Lab School**.** Develops, manages and monitors the annual lab school budget, in collaboration with instructional faculty, and controls the expenditures of funds. Interviews, hires, schedules, supervises, and evaluates all lab school staff. Schedules staff and assigns work to maintain teacher/child/adult/ratios. Advises and assists program staff in the resolution of work-related problems. |

**Priority Level:**

**Very High**

**Justification:**

\*\* In compliance with NAEYC Accreditation requirements and to align with FCC and CCC Child Development center staffing patterns. Currently the use of students is used to full-fill the gap in staffing. Students supervising students, liability concern, high turnover, model program, absenteeism rates, and lack of supervision of student staff.

**Substantiated Program Review Goals:**

2. Permanent staffing at the RC CDC eliminating the use of student staff as teachers. This includes full –time ECE Specialist in the Toddler room, and full- time Instructional Aides (now called ECE Associates) in each classroom (infant, toddler and preschool). This goal has been in our program review cycles 1, 2 and 3.