

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

**This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: Early Child Dev Spec I
ECE Specialist I (Toddler/Preschool)Department: Child Development Center (Toddler/Preschool)Time (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday, 9:00 am - 5:00 pmSalary Schedule (Range): A-79Background and Rationale (use back of form if additional space is needed): To assist in covering permanent staff absences, allow for coachingopportunities between apprentice and assigned journeyman (ECD Specialist I or II) by filling in
for journeyman as scheduled. Provide care and support to children and guidance to students
while classroom ECD Specialist uses scheduled planning, preparation and/or office time.Please list any changes in the budgeted position as described above
(i.e., title, time, term, etc.). N/APlease list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s):	33520-336080-211000-692000-2100	Child Care, Gen Ctr	50	%	Amount \$	51,014
Account Number(s):	33500-336080-211000-692000-2100	State Preschool	50	%	Amount \$	51,014

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☒ Categorical ☐ Grant ☐ Temporary
☒ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:1. Requesting Manager Signature Tamika AddisonDate 11/8/20224. Human Resources Signature Jana Davis-HarrisDate 1/4/222. Division Vice President Signature Kelly M. FowlerDate 11/21/225. Vice President, Human Resources GokhalingDate 1/4/233. Chief Compliance/Budget Officer Signature Boo BoxcDate 12/21/22☒ Funding available ☐ Funding not available Position Number: CA9206 Contract Number: 223115

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO William J. SmogginDate January 10, 2023

**MT SAN ANTONIO COLLEGE
FY 2022-23 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	NAME	FUND	FY 22-23				FY 23-24		Funding Source	
								Child Care Gen Ctr(33520)	State Pre Half-Day(33500)	Child Care Gen Ctr(33520)	State Pre Half-Day(33500)	Child Care Gen Ctr(33520)	State Pre Half-Day(33500)		
Budget of Original Position															
CA9310	0.875	UA	59	5	9	Registration Specialist	De Leon-Ramos, Melly	33520		58,251		79,141			100%-Child Care, Gen Ctr
CA9311	0.875	UA	59	5	12	Registration Specialist	Moreno, Blanca	33520/ 33500		43,688	14,563	59,356	19,785		75% Child Care, Gen Ctr, 25%- State Pre, Half-Day
CA9312	0.875	UA	59	5	12	Registration Specialist	Chawla, Rajni	33520/ 33500		33,333	33,333	45,180	45,180		50%-Child Care, Gen Ctr, 50%- State Pre, Half-Day
										135,272	47,896	183,677	64,965		

Proposed Budget to Increase FTE from 0.875 to 1.000 for Three Positions and Create Five New Positions													
CA9310	1,000	UA	59	5	9	Registration Specialist	De Leon-Ramos, Melly	33520	66,573	90,447	100%-Child Care, Gen Ctr		
CA9311	1,000	UA	59	5	12	Registration Specialist	Moreno, Blanca	33520/ 33500	49,930	16,643	67,835	22,612	75% Child Care, Gen Ctr, 25%- State Pre, Half-Day
CA9312	1,000	UA	59	5	12	Registration Specialist	Chawla, Rajni	33520/ 33500	38,095	38,095	51,634	51,633	50%-Child Care, Gen Ctr, 50%- State Pre, Half-Day
New	1,000	UA	95	3	12	Coordinator, Project/Program	Coordinator, Project/Program	33520/ 33500	58,246	58,246	58,246	58,246	50% - Child Care, Gen Ctr 50% - State Pres Half-Day
New	1,000	UA	79	3	12	Project/Program Specialist	Project/Program Specialist	33520	102,028	-	102,028	-	100%-Child Care, Gen Ctr
New	1,000	UA	79	3	12	Project/Program Specialist	Project/Program Specialist	33520/ 33500	76,521	25,507	76,521	25,507	75% - Child Care, Gen Ctr 25% - State Pres Half-Day
New	1,000	UA	79	3	12	Early Child Develop Spec I	Early Child Develop Spec I	33520/ 33500	51,014	51,014	51,014	51,014	50% - Child Care, Gen Ctr 50% - State Pres Half-Day
New	1,000	UA	79	3	12	Early Child Develop Spec I	Early Child Develop Spec I	33520	102,028	-	102,028	-	100%-Child Care, Gen Ctr
									544,435	189,505	599,753	209,012	
Total one-time additional cost to increase FTE from 0.875 to 1.000 for Three Positions and Create Five New Positions													
									409,163	141,609	Proposed to fund from Child Care, General Center and State Preschool Half-Day		
Total ongoing additional cost to increase FTE from 0.875 to 1.000 for Three Positions and Create Five New Positions													
									416,076	144,047	Proposed to fund from Child Care, General Center and State Preschool Half-Day		

Funding Sources		
Child Care Gen Ctr	State Pre Half-Day	
733,272	230,589	
Department of Social Services California Department of Education		

***Note:** This information does not include potential COLA and changes in benefits rates.

FUND	ORGN	ACCT	PROG	ACTV	ADOPTED	Budget Increase	REVISED BUDGET	Note
33500	336080	211000	692000	2100	290,849	-	290,849	
33500	960500	211100	692000	2100	-	-	-	
33500	336080	215000	692000	2100	20,505	-	20,505	
33500	960500	215100	692000	2100	-	-	-	
33500	336080	231000	692000	2100	168,117	269,352	437,469	
33500	336080	232000	692000	2100	-	-	-	
33500	336080	236000	692000	2100	-	-	-	
33500	336080	311000	692000	2100	3,888	-	3,888	
33500	336080	321000	692000	2100	73,788	-	73,788	
33500	336080	331000	692000	2100	18,031	16,700	34,731	
33500	960500	331000	692000	2100	-	-	-	
33500	336080	335000	692000	2100	7,025	4,023	11,048	
33500	960500	335000	692000	2100	-	-	-	
33500	336080	341000	692000	2100	78,978	-	78,978	
33500	336080	351000	692000	2100	2,398	1,347	3,745	
33500	960500	351000	692000	2100	-	-	-	
33500	336080	361000	692000	2100	7,097	3,986	11,083	
33500	960500	361000	692000	2100	-	-	-	
33500	336080	381000	692000	2100	5,044	8,081	13,125	
33500	336080	589000	692000		10,969	-	10,969	
33500	336080	865900	692000		(686,689)	(303,489)	(990,178)	FY 22-23 contract (Actual Contract \$759,589 - Adopted budget \$686,689 = \$72,900) Budget Increase \$230,589
33520	336080	211000	692000	2100	520,896	-	520,896	
33520	960500	211100	692000	2100	-	-	-	
33520	336080	215000	692000	2100	173,785	-	173,785	
33520	960500	215100	692000	2100	-	-	-	
33520	336080	231000	692000	2100	384,925	650,793	1,035,718	
33520	336080	232000	692000	2100	43,353	-	43,353	
33520	336080	236000	692000	2100	-	-	-	
33520	336080	311000	692000	2100	32,923	-	32,923	
33520	336080	321000	692000	2100	132,152	-	132,152	
33520	336080	331000	692000	2100	32,294	40,349	72,643	
33520	960500	331000	692000	2100	-	-	-	
33520	336080	335000	692000	2100	16,467	9,720	26,187	
33520	960500	335000	692000	2100	-	-	-	
33520	336080	341000	692000	2100	157,966	-	157,966	
33520	336080	351000	692000	2100	5,616	3,254	8,870	
33520	960500	351000	692000	2100	-	-	-	
33520	336080	361000	692000	2100	16,619	9,632	26,251	
33520	960500	361000	692000	2100	-	-	-	
33520	336080	381000	692000	2100	12,849	19,524	32,373	
33520	336080	521000	692000		-	-	-	
33520	336080	589000	692000		24,013	-	24,013	
33520	336080	819000	692000		(692,584)	-	(692,584)	
33520	336080	865900	692000		(861,274)	(733,272)	(1,594,546)	Budget Increase \$733,272

EARLY CHILDHOOD DEVELOPMENT SPECIALIST I

DEFINITION

Under general supervision, provides instruction, activities, and care for infants, toddlers, and preschoolers to promote all developmental domains, including social, emotional, physical, cognitive, and language development; works collaboratively with parents to identify each child's abilities, learning styles, and individual needs and develops appropriate curriculum/education plans; oversees and directs student workers and laboratory students; ensures compliance with relevant health, safety, permitting, and licensing laws and guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director and Assistant Director, Child Development Center. Exercises technical and functional direction over and provides training to student workers and laboratory students.

CLASS CHARACTERISTICS

This is the first level class in the Early Childhood Development Specialist class series. This position plans, organizes, and implements a variety of instructional activities to enhance early childhood development and learning. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Early Childhood Development Specialist II in that the latter performs more specialized administrative and childcare support duties and act as the administrative designee in the absence of the Director and Assistant Director, Child Development Center.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, establishes classroom policies, procedures and provides instruction, activities, and care for infants, toddlers, and preschoolers to promote all developmental domains, including social, emotional, physical, cognitive, and language development; models, promotes, and establishes relationships with the children based on mutual trust, consistency, and respect.
- Prepares bottles and serves meals for children in accordance with United States Department of Agriculture (USDA) Child Care Food Program and licensing requirements.
- Observes, assesses, and documents each child by administering the Desired Results Developmental profile.
- Complies with relevant health, safety, accreditation standards, permitting, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Conducts parent intake interviews upon initial enrollment, reviews parent handbook guidelines, and gathers information on children's needs; conducts parent orientation meetings to review program policies and procedures; conducts biannual parent-teacher conferences to review assessment results.
- Provides referral information to parents for appropriate community resources, health, and public assistance agencies as needed; provides guidance to parents and families on methods of developmental learning practices, including positive reinforcement strategies.
- Assists with administering Infant/Toddler Environment Rating Scale (ITERS) and/or Early Childhood Environment Rating Scale (ECERS) to assess classroom environment biannually; completes plan of action for ITERS and/or ECERS for individual classroom which is included in State reports.
- Prepares and maintains documentation for National Association for the Education of Young Children (NAEYC) accreditation and the State Credit Monitoring Review (CMR).

- Provides technical and functional direction to assigned student workers and laboratory students; gives work assignments; reviews and controls quality of work; trains student workers and laboratory students in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.
- Communicates and interacts with parents, staff, and the public to answer questions, address concerns, and provides requested information.
- Creates charts, documents, and displays to reflect the learning experiences of the children.
- Maintains a neat, clean, and orderly classroom environment to promote a safe and healthy environment for children and staff.
- Handles medical emergencies and injuries; provides pediatric first aid and/or adult and child and infant cardiopulmonary resuscitation; contacts police, fire, and emergency medical services as required.
- Maintains accurate and detailed records and child portfolios, verifies accuracy of information, researches discrepancies, and records information.
- Plans, organizes, and participates in assigned special events, as necessary.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.
- Models appropriate practices for lab students and assigned staff.

QUALIFICATIONS

Knowledge of:

- Procedures for planning and implementing child development and age-appropriate educational programs and activities for infants, toddlers, and/or preschoolers.
- Concepts of nutrition, health and safety, and children's social, emotional, physical, cognitive, and language development.
- Basic principles of supervision and training..
- Safety principles and practices, including basic pediatric first aid and adult and/or child and infant cardiopulmonary resuscitation (CPR) methods.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups
- Reporting procedures for suspected Child Abuse, laws and regulations covering such abuse.

Skills & Abilities to:

- Plan and coordinate child development program operations and activities.
- Plan and prepare education plans, activity schedules for children, reports, and other related program materials.
- Oversee activities of assigned student workers and lab students.
- Train student workers and lab students in proper and safe work procedures.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations.
- Handle medical emergencies and injuries in a calm and effective manner, including providing pediatric first aid/CPR/AED.

- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Make accurate mathematical and basic statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from a regionally accredited college with coursework in early childhood education, child development, or a related field and three (3) years of teaching experience, with children zero (0) to five (5) years of age.

OR

Equivalent to a Bachelor's degree from a regionally accredited college with coursework in early childhood education, child development, or a related field and one (1) year of teaching experience, with children zero (0) to five (5) years of age.

Licenses, Certifications & Requirements:

- Possession of, or ability to obtain, valid Pediatric First Aid/CPR/AED Certificate.
- Possession of a current Child Development Teacher Permit from the California Commission on Teacher Credentialing.
- Current immunization against influenza, pertussis, and measles/mumps/rubella.

PHYSICAL DEMANDS

Must possess mobility to work in a classroom setting, use standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Must possess the physical stamina to bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in instructional and care activities; and push and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials, objects, and children, typically weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents primarily work in a classroom with exposure to moderate to high noise levels and controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR or when tending to children's hygiene. Employees may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. Exposure to contagious childhood diseases.