



New Classified Hiring/Position Justification

Hiring Division/Department: Business/Design/Workforce **Position Title:** Retention Specialist

Classification

Position type: Permanent xx Full Time xx # of months 12
 Part Time _____ % of Full Time _____ # of months _____

Position: General Funds xx
 Allocation: External Funds* _____ Expiration Date _____

Budget Information

Grade _____ Step _____ Annual Salary _____

Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

HISTORY: The position of ECE/CD Program Services Coordinator has been funded by the San Mateo County First 5 Commission, through a grant with the San Mateo County Office of Education’s Early Childhood Quality Improvement Project, (EQuIP). This position has been funded since 2006 and is currently in its last year of funding with an ending date of June 30, 2015. The need for this position was identified in large part due to the need for more highly educated early childhood teachers. Increased attention is being paid to the importance and value of quality early education experiences for young children. It is now known that early education experiences positively contribute to a child’s future success in school. The closing of the “achievement gap” in the education of our youth is directly attributed to a child having had a quality early education experience before entering kindergarten. A major component to the delivery of early education services are the teachers in early education classrooms. Around the state, ECE/CD departments have revised their course curriculum to meet the Curriculum Alignment Project, (CAP) core 24 units. Beginning with the fall 2008 semester, Cañada College aligned its ECE/CD curriculum to meet the guidelines set out by the Curriculum Alignment Project. The Program Services Coordinator has been instrumental in informing our ECE students of the changes in our program requirements. Prior to the funding of this position, the ECE department at Cañada, completed a Strategic Planning

process that involved faculty, students and key community professionals and stakeholders. One of the 5 top priorities identified was: “Improve student and community understanding of the ECE/CD Department”.

Providing specific support and guidance to ECE students was identified as an objective related to this priority. The timing of the strategic plan coincided with the funding that became available through the San Mateo County First 5 Commission. The College was able to hire for the ECE Program Services Position and the results have been outstanding. The ECE Program Services Coordinator’s primary role and responsibility has been to provide support, guidance and assistance to the ECE students that are enrolled at Cañada College.

Discussions have taken place with both the President and Vice President of the college as well as the division Dean in support of approving this position as a permanent full-time position. The hiring process would begin in the spring of 2015 with a hire date of July 1st, 2015 consistent with the end of the First 5 funding. There is agreement that the title of this position be changed to “Retention Specialist”. and that the position would provide primary support for the ECE/CD program and in addition would provide support to the Business/Design/Workforce Division.

The specific duties and responsibilities would include:

- Be familiar with cultures and family systems of the student population,
- Plan, coordinate and implement a variety of program support services for students, (including certificate, child development permit, AS degree, transfer, and scholarship/financial aid information),
- Identify student support needs and provide appropriate college and community referrals,
- Make presentations to small and large groups of current students, and to other groups as assigned, .
- Participate in outreach activities with local high schools, adult schools, and community agencies,
- Participate in college sponsored outreach events held on campus,
- Monitor and track SARS data collection as required by the Student Services division,
- Provide support to the division in planning schedules for various department programs,
- Assist students with understanding the complexities of the ECE/CD career ladder within the ECE/CD field including: Title V Child Development Permit Matrix, various career and educational pathways and degree and certificate options,
- Maintain an ECE/CD informational board with relevant and current information about the ECE/CD program and field,
- Keep students abreast of employment opportunities, conference and workshop information as well as important deadlines that are approaching,
- Assist with the planning of department, division and college-wide sponsored events,
- Assist in developing outreach, marketing, and dissemination of materials for the ECE/CD department and Business/Design/Workforce Division
- Assist in maintaining the department’s Facebook page and website,
- Design and maintain wall cabinets in building 22 and in building 13 as needed,
- Develop and maintain community outreach and partnerships,

2. Explain how this position aligns with and supports the mission and strategic goals of the college.

In the Early Childhood Education/Child Development Department, the faculty recently reviewed and updated its mission statement which we believe accurately reflects our goals and is consistent with the mission and goals of the college.

The mission of the Early Childhood Education/Child Development Department is: ***“To provide students with accessible, relevant and engaging educational experiences related to the field of Early Childhood Education/Child Development. With an emphasis on the importance of nurturing the “whole child”, students will develop the skills and teaching dispositions to prepare children for future school success. Students from diverse backgrounds are valued for their experiences and strengths and will receive assistance to empower them to achieve success in ECE/CD courses as well as facilitating their educational goals of transfer into bachelorette programs, personal achievement and career advancement. The Department will collaborate with other agencies and organizations to support the expansion and supply of qualified early childhood education professionals in San Mateo County by supporting educational opportunities that facilitate career entry and ongoing professional growth. Further, the ECE/CD Department supports the mission of Cañada College by providing the only public, career technical educational opportunity for early childhood education in south San Mateo County.”***

3. Explain how adding this position will strengthen the department or division.

Having the ECE Program Services Coordinator position has positively contributed to the overall support and services that are provided to ECE/CD students. Having a retention specialist in the department/division will provide students with clear, consistent and informative information about the ECE/CD program and the college, including the requirements for the certificate, the AS degree, transfer opportunities as well as the child development permit process which is required for teachers working in state funded programs. Students will be provided with information about transferring to colleges that offer BA degrees in Child and Adolescent Development or Early Childhood Education/Child Development. The Retention Specialist will assist students with the completion of an education plan identifying what is needed for whatever the specific educational goal is for the student. The goal for every ECE/CD student is to have the opportunity to meet with the Retention Specialist at some point during their time at Cañada.

At the beginning of each semester and during the summer session, the Retention Specialist will visit each ECE/CD class. In addition to putting a face to a name, the Retention Specialist will let students know about appointment availability as well as answer any questions that students might have at that time.

The Retention Specialist will also visit the ECE/CD classes when there is important and timely dates that are pending, for example, the deadline for filing certificate and degree applications is an important date for students and the Retention Specialist will come to classes to let students know about this deadline and will also let them know that help is available to fill out the applications. The Retention Specialist will maintain an ECE/CD board with relevant and current information about the ECE/CD program and field and important college-wide events. Information such as employment opportunities, scholarship and financial information, conference and workshop information will also be posted.

The ECE/CD faculty in the department meet regularly at the beginning and the end of each semester. The faculty have noticed that their students have clearer direction about the coursework

that they need to take and that students are talking about having educational and professional goals related to the field. The faculty have consistently attributed this to the efforts of the Program Services Coordinator and having a Retention Specialist will ensure that this will continue.

The Retention Specialist will work closely with the counseling staff at Cañada to ensure that ECE/CD students see General Education counselors if their plans include receiving their AS degree and/or transfer.

The number of students seen and advised each year by the Program Services Coordinator is approximately 600, (some are duplicated). The ECE/CD department in the Business/Design/Workforce division is the largest and there are more ECE/CD certificates and AS degrees with a major in ECE/CD awarded each year in the entire college.

Ultimately, having a Retention Specialist will continue to strengthen the overall ECE/CD department by providing a stable, consistent and supportive focus on the needs of the ECE/CD students.

4. Explain how this work will be accomplished if the position is not filled.

The work associated with the Retention Specialist who will primarily work with ECE/CD students would ultimately revert back to the counseling department. We believe that there is insufficient staffing to meet the demands and needs of the ECE/CD students. This is particularly relevant due to the complexities of the early care and education system both locally and statewide. The regulations governing the standards for ECE/CD professionals vary depending on the type of program, the staff position, the funding source and the ages of the children in the program. It is not straightforward with regard to what coursework is necessary for each individual ECE/CD student. This complicated system is expected to get more complex as the standards for ECE teachers continue to be reviewed and eventually raised across the state. Having a Retention Specialist who is well versed and knowledgeable with regard to the complexities of the ECE/CD field is necessary and in the best interest of the ECE/CD department, the division, the college, and its students.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor

Date