Employment Opportunity

Children’s Center Interim Program Coordinator/Site Supervisor - CR06-22
(Temporary One Year, 75% categorically-funded Assignment, per Ed Code 87470)

Application Deadline: Wednesday, June 21, 2006 by 4:00 p.m.

This categorically funded position is temporary and does not carry rights to a tenured or tenure-track position. Applicants eligible for appointment to this position shall not have been employed in a prior temporary contract assignment within the past three consecutive years.

Starting Salary Range
$18,733 to $33,882 depending on education and experience; maximum salary step placement on the children’s center salary schedule is step 9.

Benefits
This categorically-funded temporary one year assignment is eligible for a prorated benefit stipend for medical, dental, life and long-term disability insurance for employee and eligible dependents.

Days Per Year
190-day work schedule.

Beginning Date
This temporary assignment is scheduled to begin August 21, 2006 for the 2006-2007 academic year, pending categorical funding and Governing Board ratification. Assignment may include days, evenings, and/or weekends.

About the Children’s Center
As an integral part of the Early Childhood Education (ECE) Department, and in support of the ECE instructional program, the Children’s Center consists of five classrooms that serve as a model program, demonstration lab, and training facility for students preparing for careers in child development programs. The Children’s Center serves 90 children six months through five years of age. Cabrillo College is a state-designated model site for the West Ed Program for Infant/Toddler Caregivers and coordinates a network of satellite Family Child Care Homes.

The Cabrillo College ECE department has a national reputation as an innovative, creative, high quality program. The Children’s Center philosophy emphasizes respectful, family centered, culturally appropriate care based on a developmental and anti-bias model. Building relationships and a community between children, parents, students, staff and faculty are central goals, as is the support of the children’s fullest intellectual, psychosocial, and physical development.

The Children’s Center teachers are assisted in the classroom by student-interns, student teachers, and participating parents. ECE faculty work closely with the center staff and students.
Position Description
Under the direction of the Children’s Center Director, the Program Coordinator/Site Supervisor coordinates and completes essential program components and reports. In close collaboration with the ECE faculty, the program coordinator develops classroom environments and curriculum that are interactive, intellectually stimulating, physically challenging, and appropriate for children's psychosocial development based on “best practices” as outlined by the National Association for the Education of Young Children (NAEYC), current research, licensing/Title XXII, and California Department of Education/Title V and Desired Results. The Program Coordinator ensures that the Children's Center classrooms are fully compliant with terms and conditions of Cabrillo’s Children’s Center contracts. Activities and experiences for children are based on their specific needs and their families’ cultural value systems. In addition, the Program Coordinator provides staff development and classroom support to the teaching staff.

Qualifications
Required Education from a U.S. Department of Education recognized accredited organization and Licensure Qualifications:

1) At least 60 semester units which include a California Child Development Teacher permit.
2) Eligibility for a California Children’s Center Site Supervisor permit, authorizing supervision and teaching in a children’s center per the Child Development Permit Matrix.
   a) Specific Child Development Permit Matrix information is available online at: www.childdevelopment.org/spermmat.htm

Required Professional Expertise:
1) Effective oral and written communication skills
2) Knowledge of and commitment to teaching strategies and methods which enhance student success at community colleges.
3) Demonstrated ability to teach the courses or perform the duties effectively, as described above. (Teaching demonstration will be part the interview).
4) Knowledge of and commitment to the community college philosophy.
5) Ability to communicate well with children, families, students, faculty and staff of diverse academic, ethnic, socio-economic, and cultural backgrounds, including students with disabilities.
6) Ability to work cooperatively with others.

Required Discipline Specific Performance Expectations
1) Two years experience working directly with children under five years old.
2) Two years experience in management of child development programs at a center.
3) Use and implementation of Title V, Department of Education Chapter 19, Child Development sections of the California Education Code and Desired Results, State of California, Child Development Division (CDD) program mandates.
4) Knowledge and experience in implementation of Title XXII, Department of Social Services, DSS, California Community Care Licensing Division in day-to-day operations.
5) Practice in the daily use of industry standards (i.e. NAEYC Accreditation, California Pre-K Learning & Development Guidelines and ITERS-R & ECERS-R).
6) Ability to coordinate and interface scheduling teaching staff (to meet licensing standards) with students, faculty and administration.
7) Demonstrated successful experience in generating computer reports (e.g. Desired Results DRDP class profiles).
8) Working knowledge of Microsoft Office programs (e.g. PowerPoint and Excel), and Adobe Photoshop.
9) Working knowledge of the USDA food program.
10) Knowledge of “Ages and Stages” of early development such as the California Developmental Continuum of Desired Results.
11) Ability to ensure that Children’s Center classroom practices reflect the ECE theory and philosophy of the ECE Department as stated in course outlines.

**Desired Discipline-Specific Qualifications:**
1) Master’s Degree in ECE or Human Development
2) Program for Infant/Toddler Caregivers (West Ed/PITC) certification
3) Knowledge of and commitment to developmental/constructivist, family-centered and anti-bias approaches to early childhood education, including practical and theoretical understanding of children’s curriculum.
4) Experience working with high-risk and/or low income families.

**Selection Process**  
A committee will review applications. Meeting minimum qualifications does not ensure an interview. Therefore, it is critical that candidates submit a thorough and detailed application. The above will be used to assess each candidate’s qualifications and determine the possible match between their qualifications and the ECE Department and its goals. A limited number of candidates will be invited for an interview slated for approximately late-June/early-July, 2006.

**How to Apply**  
Application forms may be obtained through Cabrillo’s web site:

www.cabrillo.edu/services/hr/apps/index.html OR from the address below:

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
Phone: (831)479-6217  
OR Fax to (831) 477-3545  
(E-mail transmittals and postmarks are not accepted)

To be considered, each candidate must submit:

1. Completed and signed Cabrillo College application.
2. Cover letter, which states how the candidate specifically meets the qualifications.
3. Job-related resume.
4. Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant):
   - Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
   - Copy of Teaching Credential, front and back (if applicable).
5. Supplemental Application for Equivalency Determination and supporting documentation. (This is only necessary if candidate does not possess and submit proof of specified
6. Three recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position.
7. Copy of, or ability to demonstrate proof of eligibility for California Children’s Center Site Supervisor Permit (e.g. copy of application for California Children’s Center Site Supervisor Permit).
8. Criminal History Inquiry Supplemental form.

If any of the required materials are not submitted with your application packet, your application will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted and cleared by the Child Abuse Central Index (FBI) and the California Department of Justice, provide current Tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline

All application materials MUST be received in the Human Resources Department by Wednesday, June 21, 2006 by 4:00 p.m. (No postmarks accepted)

Cabrillo College seeks applications for employment from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain faculty and staff that reflect the rich population diversity and cultural heritage enjoyed by the college district and its student body.