

# **Section Eight**

## **Child Development Centers**

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**Section Eight—Child Development Centers  
Governance Processes Relative to the  
District Board Policy Manual  
and Collegial Consultation  
With Academic Senates**

**Employ the Process of Mutual Agreement**

**Policies:**                      None

**Procedures:**                None

**Appendices:**                None

**Rely Primarily Upon the Advice and Judgment**

**Policies:**                      None

**Procedures:**                None

**Appendices:**                None

# Policy

## SECTION EIGHT

### CHILD DEVELOPMENT CENTERS

**8A** This Section is applicable to Child Development Center Associate Teachers, Teachers, Master Teachers, and Site Supervisors, who hold a permit issued by the State of California Commission on Teacher Credentialing. *(Revised February 3, 2005)*

**8A1** Duties and responsibilities, minimum qualifications, special requirements, essential functions, and other related functions for the positions of Associate Teacher, Teacher, Master Teachers, and Site Supervisors are included in the position descriptions in **Appendix 8A1**.

**8B** Evaluation *(Revised February 3, 2005)*

**8B1** Evaluation of Employees--Evaluation has as its primary purpose enhancement of job competence. The District retains responsibility for evaluation and assessment of the performance of job duties by each employee.

**8B1A** There shall be a uniform evaluation policy for all employees.

**8B1B** Criteria used in the evaluation process shall include general standards of professional preparation and execution of the job duties.

**8B1C** For employees in their first two (2) years of employment, evaluation reports shall be submitted annually to the College President or designee on or before February 1 and to the Chancellor or designee on or before February 15.

**8B1D** Written procedures to implement the evaluation process shall be determined by the Chancellor or designee and shall be uniform and consistent with Board policies. Such procedures shall be distributed to all employees.

- 8B1E** Management may visit classes or work areas for observation purposes as specified in the law.
- 8B1F** Evaluations shall not be based upon information obtained through the use of electronic or other listening or recording devices without the written permission of the employee. Anonymous letters shall not be used in the evaluation process.
- 8B1G** The content of evaluations is not subject to the grievance procedure.
- 8B1H** The Evaluation Process is as Follows:
- 8B1H1** Employees shall be evaluated annually the first two (2) years of employment and for every other year thereafter.
- 8B1H2** The College President or designee shall notify the employee member of the evaluation, evaluation schedule and participating evaluators. The supervisor shall manage the evaluation and shall write the evaluation report to be submitted to the College President or designee and place in the employee's District official personnel file. The College President or designee shall appoint the employee's supervisor as the evaluator and may appoint an educational administrator, and one (1) or more additional staff members.
- 8B1H2A** The evaluation and evaluation report shall include but not be limited to the following elements: **a self-evaluation** citing prior accomplishments and future goals and objectives; **an administrative evaluation; and a report of at least one (1) observation of professional performance.** These forms are included in **Procedure 8B1H2A(a-c)** of this Manual. The evaluatee, upon request, shall be granted an additional observation within the evaluation schedule.

**8B1H2B** Before submitting the evaluation report to the College President or designee, the supervisor shall formulate written recommendations and directives which shall be part of the evaluation report. Evaluations shall be submitted to the educational administrator for review. The supervisor shall meet with the employee being evaluated to discuss the report. The employee shall be counseled as to the specific evidence of any deficiency, shall be given specific recommendations for improvement, and shall be given a plan of action and assistance for remediating any deficiency. At this meeting, the employee will sign the evaluation, confirming receipt, indicating that the evaluation was explained and confirming the right to respond to the evaluation was made available.

**8B1H2C** Evaluations will be submitted to the College President or designee for final signatures and subsequent inclusion in the employee's personnel file.

**8B1H2D** In the event of a less-than satisfactory rating during the evaluation process or the presence of documented behavior that warrants immediate review, the College President may call for a special evaluation under the above procedures.

**8B1H2D1** The employee shall be notified in writing if such a special evaluation is required. The employee shall be notified of the reason for an additional evaluation, its probable duration, and conclusions or recommendations resulting from it.

**8C** **Assignment** (Revised February 3, 2005)

**8C1** The College President or designee shall determine the assignment for each employee to meet the center's needs.

**8C2** Days and Hours of Work Follow:

**8C2A** The standard work year shall be two hundred fifteen (215) days.

**8C2B** The standard work week shall be forty (40) hours of professional activity.

**8C2C** The standard work day shall be eight (8) hours.

**8C3** The college day extends from 6:00 a.m. to 11:00 p.m.

**8C4** Partial contract employees will be assigned proportionately. Assignment of work days and/or hours is at the discretion of the College President or designee.

**8D** **Staff Site Assignments/Transfer** (Revised February 3, 2005)

**8D1** Assignments of employees may be made to any of the Colleges, sites, centers of the District based on qualifications and position need. The College President shall determine the assignments within College sites or centers under his/her control.

**8D1A** When the College President determines to assign an employee to a full or partial load at a site under the College President's control which is more than forty (40) miles from the employee's current worksite, the College President or designee shall meet with the affected employee to explain the necessity of the reassignment, the anticipated duration, and to explore alternatives. Upon request, reasons for reassignment shall be in writing.

**8D2** *Transfer* means the movement of an employee from one (1) College service area to another College service area based on the needs of the District.

**8D2A** A *voluntary transfer* occurs when the employee's written transfer request is accepted by the Chancellor.

**8D2A1** An employee may file a written transfer request with the District Human Resources Office. The District Human Resources Office shall notify the appropriate College President(s) of the request.

**8D2A2** If a written transfer request is on file, that request will be considered before the position is opened to outside applicants.

**8D2B** All positions to be filled shall be posted at each College and the District Office.

**8E** **Reduction in Force** (*Revised February 3, 2005*)

**8E1** Any reduction in force is at the discretion of the District and consistent with the provisions of the Education Code 88017 and 87740.

**8F** **Compensation and Benefits** (*Revised February 3, 2005*)

**8F1** Compensation

**8F1A** Child Development Center Salary Schedule

**8F1A1** The Child Development Center Salary Schedules shall be adopted by the Board of Trustees. See **Appendix 8F1A1** of this manual for the salary schedule.

**8F1A1A** Child Development employee staff contracts are based on annual rates at the appropriate class and step placement on the Child Development Center Salary Schedule.

**8F1A1A1** Child Development employees working on contract for less than eight (8) hours per day shall be paid on a pro-rata basis on the Child Development Center. Salary schedule assignments for less than eight (8) hours per day require the approval of the College President/designee.

**8F1A1B** Child Development staff positions are contingent upon funding; therefore the number of days of a staff member's contract is based on individual campus funding. All staffing requires the approval of the College President/designee.

**8F1A2** Child Development employees on contracts shall have their annual salary paid in twelve (12) monthly installments and shall receive their first (1st) payment the last working day in July and their last payment on the last working day in June.

**8F1B** Professional Development

**8F1B1** The District will waive all fees for employees for courses taken at any of the District's three (3) Colleges.

**8F2** Contracts

**8F2A** The Chancellor, as Secretary to the Board of Trustees, signs and issues contracts to those employees hired by the Board.

**8F2B** Contracts for new employees must be signed and returned by the employee within a reasonable time.

**8F2C** Employment contracts must be returned no later than forty-five (45) days after the date of issue (Education Code Sections 87410 and 87411).

**8F3** Provisions for placement on the Child Development Center Salary Schedule follows:

**8F3A** Possession of the appropriate permit for the assignment is required. (Permit requirements are listed in Title 5 of the California Code of Regulations.)

**8F3B** Initial maximum step placement shall be at Step Three (3). See **Procedure 8F3B**, of this Manual, for additional Child Development Center Employee Salary Schedule Placement guidelines.

**8F3C** In order to be eligible for step advancement, the employee must be in paid status for at least one hundred, thirty (130) days in the previous contract year.

**8F4** Non-Contract, Hourly, and/or Substitute Pay

**8F4A** Non-contract, hourly, and/or substitute employees shall be paid at the hourly rate based on step one (1) of the substitute employee's assigned job title as stated on the Child Development Center Salary Schedule. (See **Appendix 8F1A1**, of this Manual, for the Child Development Center Salary Schedule.)

**8F5** Breaks in Certificated Service

**8F5A** If less than thirty-nine (39) months elapse after the last day of paid employee service and the certificated staff member is re-employed, the placement on the Child Development Certificated Salary Schedule shall be at the same position as when the employee was last in paid status.

**8F6** Compensation Dependent Upon Categorical Funding

**8F6A** For employees in positions funded categorically, the length of employment is contingent upon funding.

**8F7** Salary Deductions for Absence from Duty

**8F7A** Deductions for unexcused absence shall amount to the employee's full salary for the time absent on a pro-rata basis. The number of service days as determined by the Board of Trustees shall establish the basis.

**8F8** The State Teachers' Retirement System (STRS) provides the retirement plan for Child Development Center employees. Both the District and the employee contribute to the system as mandated by law.

**8F9** Health and Welfare Benefits

**8F9A** Eligibility for Benefits Shall Be Determined as Follows:

**8F9A1** Employees on continuous contract service prior to July 1, 1988 shall be eligible for the full benefit package.

**8F9A2** Employees whose contract service started with the District between July 1, 1988 and August 18, 1991 shall have the District's contribution to health and welfare benefits paid if they maintain an annual assignment of fifty percent (50%) or more.

**8F9A2A** Employees who have an annual assignment that is below fifty percent (50%) shall not receive the District's contribution to health and welfare benefits. However, the employee may purchase the health, dental, and/or vision plans at his or her expense.

**8F9A3** For employees hired after August 18, 1991 whose annual assignment is less than one hundred percent (100%), the District contribution for benefits will be a proration of the annual contract *assignment*. The employee may elect to pay the difference in proration in order to receive full benefits, or the member may elect not to receive the benefits.

**8F9B** The District contribution for health and welfare benefits shall be determined annually by the Board of Trustees. The following benefits are for employees and eligible dependents except where noted as for the employee only.

**8F9B1** A Blue Cross health plan administered by the Self-Insured Schools of California (SISC) which includes a Prudent Buyer Option 1C (as modified) Hospital and Professional Group Plan of California, as described in SISC III, Health Benefits 2002-03, Plans and Premiums.

- 8F9B1A** A Delta Dental Incentive Plan or Delta DPO administered by SISC or Health Benefits Incorporated Plan.
- 8F9B1B** For the employee only, the District will provide a twelve thousand dollars (\$12,000) term life insurance plan with an employee option of adding up to thirty-eight thousand dollars (\$38,000) of additional coverage at his/her expense.
- 8F9B2** An employee eligible for the health and welfare plan is enrolled in a District paid long-term disability plan after serving the District under contract for three (3) years.
- 8F9B3** Blue Cross, Behavioral Health plan administered by SISC, which covers treatment for certain mental and nervous disorders and substance abuse and includes an employee assistance program.
- 8F9B4** A Vision Service Plan B administered by SISC.
- 8F9C** The following plans are available to the employee only at his/her expense.
  - 8F9C1** American Family Life Assurance Company (AFLAC) Internal Revenue Code (IRC) Section 125 Flex Benefit Plan.
- 8F9D** Should an employee elect not to receive benefits the District shall not pay cash payments to the employee in-lieu of the benefits. The District shall not contribute toward insurance programs outside the District designated insurance plans in **Policy 8F9B**, above.
- 8F9E** Employees on District-approved unpaid leaves of absence shall have the option to continue District health and welfare coverage(s) for the period of the leaves upon reimbursement to the District for as long as the practice is allowed by the health and welfare benefit provider(s). Failure to make timely payment for two (2) successive months shall cause the right to continuous coverage to cease.

**8F9F** Eligible employees shall have their health and welfare benefits commence on the first (1st) day of the month following the first (1st) day of employment.

**8F9G** Employees who terminate employment prior to the close of the college year shall be covered by the District's insurance programs to the end of the month in which the termination takes place.

**8F10** Health and Dental Plans for Retirees

**8F10A** Employees who retired under STRS between January 3, 1974 and June 30, 1983

**8F10A1** Benefits to Age Sixty-five (65)

**8F10A1A** The District will provide health and dental plans for the employee and eligible dependent(s) under the following condition:

- The employee must have worked for the District for five (5) years immediately preceding retirement.

**8F10A1B** The surviving eligible dependent(s) of a retiree may continue the health and dental plans at his/her expense.

**8F10A2** Benefits at Age Sixty-five (65) and Beyond

**8F10A2A** The District will provide a health plan for the employee and eligible dependent(s) under the following conditions:

- The employee must have worked for the District ten (10) years immediately preceding retirement.
- At age sixty-five (65) all retirees [and their eligible dependent(s), if dependent coverage is taken] who are qualified through Social Security eligibility for Medicare Part

A shall apply for and accept Medicare Part A;

- At age sixty-five (65), all retirees [and their eligible dependent(s), if dependent coverage is taken] must apply for and purchase Medicare Part B.

**8F10A2B** The surviving eligible dependent(s) may continue the health plan at his/her expense.

**8F10B** Employees who retired under STRS between July 1, 1983 and June 30, 1988

**8F10B1** Benefits to Age Sixty-five (65)

**8F10B1A** The District will provide health and dental plans for the employee and eligible dependent(s) under the following conditions:

- The employee must have worked for the District five (5) years immediately preceding retirement.
- The District's monthly contribution for the health and dental plans shall not exceed the contribution for a current employee.

**8F10B1B** The surviving eligible dependent(s) of a retiree may continue the health and dental plans at his/her expense.

**8F10B2** Benefits at Age Sixty-five (65) and Beyond

**8F10B2A** The District will provide a health plan for the employee and eligible dependent(s) under the following conditions:

- The employee must have worked for the District ten (10) years immediately preceding retirement.

- The District's monthly contribution for the health plan shall not exceed the contribution made for a current employee.
- At age sixty-five (65), all retirees [and their eligible dependent(s), if dependent coverage is taken] who are qualified through Social Security eligibility for Medicare Part A shall apply for and accept Medicare Part A.
- At age sixty-five (65), all retirees [and their eligible dependent(s), if dependent coverage is taken] must apply for and purchase Medicare Part B.

**8F10B2B** A surviving eligible dependent(s) of a retiree may continue the health plan at his/her expense.

**8F10C** Employees of the District who were eligible to retire as of June 30, 1988 but will retire at a later date

**8F10C1** Eligible to retire means the employee could have received a retirement benefit through STRS as of June 30, 1988, but choose not to retire.

**8F10C2** Benefits to Age Sixty-five (65)

**8F10C2A** The District will provide health and dental plans for the employee and eligible dependent(s) under the following conditions:

- The employee must have worked for the District five (5) years immediately preceding retire-ment.
- The District's monthly contribution for the health and dental plans shall not exceed the contribution made for a current employee.

**8F10C2B** The surviving eligible dependent(s) of a retiree may continue the health and dental plans at his/her expense.

**8F10C3** Benefits at Age Sixty-five (65) and Beyond

**8F10C3A** The District will provide a health plan for the employee and eligible dependent(s) under the following conditions:

- The employee must have worked for the District ten (10) years immediately preceding retirement.
- The District's monthly contribution for the health plan shall not exceed the contribution made for a current employee.
- Employees who retire after July 1, 1998 must be eligible for Medicare Part A or purchase Medicare Part A as a condition of continuing with the District health plan.
- At age sixty-five (65), all retirees [and their eligible dependent(s), if dependent coverage is taken] who are qualified through Social Security eligibility for Medicare Part A shall apply for and accept Medicare Part A.
- At age sixty-five (65), all retirees [and their eligible dependent(s), if dependent coverage is taken] must apply for and purchase Medicare Part B.
- Medicare must provide primary coverage.

**8F10C3B** A surviving eligible dependent(s) of a retiree may continue the health plan at his/her expense.

**8F10D** Employees of the District as of June 30, 1988 who are not eligible to retire on June 30, 1988

**8F10D1** Benefits to Age Sixty-five (65)

**8F10D1A** The District will provide health and dental plans for the employee and eligible dependent(s) under the following conditions:

- The employee must have worked for the District ten (10) years immediately preceding retire-ment.
- The District's monthly contribution for the health and dental plans shall not exceed the contribution made for a current employee.

**8F10D1B** The surviving eligible dependent(s) of a retiree may continue the health and dental plans at his/her expense.

**8F10D2** Benefits at Age Sixty-five (65) and Beyond

**8F10D2A** The District will provide a health plan for the employee and eligible dependent(s) under the following conditions:

- The employee must have worked for the District fifteen (15) years immediately preceding retire-ment.
- The District's monthly contribution for the health plan shall not exceed the contribution made for a current employee.

- Employees who retire after July 1, 1998 must be eligible for Medicare Part A or purchase Medicare Part A as a condition of continuing with the District health plan.
- At age sixty-five (65), all retirees [and their eligible dependent(s), if dependent coverage is taken] who are qualified through Social Security eligibility for Medicare Part A shall apply for and accept Medicare Part A.
- At age sixty five (65), all retirees [and their eligible dependent(s), if dependent coverage is taken] must apply for and purchase Medicare Part B.
- Medicare must provide primary coverage.

**8F10D2B** A surviving eligible dependent(s) of a retiree may continue the health plan at his/her expense.

**8F10E** Retiree Benefits for Employees of the District hired on or after July 1, 1988

**8F10E1** Benefits to Age Sixty-five (65)

**8F10E1A** The District will provide health and dental plans for the employee and spouse under the following conditions:

- The employee must have worked for the District fifteen (15) years immediately preceding retire-ment.
- The District's monthly contribution shall not exceed the amount paid by the District on the employee's behalf during the employee's last full fiscal year of service.

- Retirees who wish to maintain coverage shall pay on a monthly basis the difference between the amount of the District's contribution and the actual costs of the benefits. Failure to pay the retiree's contributions for two (2) consecutive months shall result in a termination of coverage.

**8F10E1B** A surviving spouse of a retiree may continue the health and dental plans at his/her expense.

**8F10E2** Benefits at Age Sixty-five and Beyond

**8F10E2A** An employee may continue the health plan at his/her expense under the following conditions:

- At age sixty-five (65), all retirees [and their spouses, if dependent coverage is taken] who are qualified through Social Security eligibility for Medicare Part A shall apply for and accept Medicare Part A.
- At age sixty-five (65), all retirees [and their spouses, if dependent coverage is taken] must apply for and purchase Medicare Part B.
- Medicare must provide primary coverage.

**8F10F** Eligibility for benefits following retirement and unpaid leave of absence immediately preceding retirement specified in **Policies 8F10C2A, 8F10C3A, 8F10D1A, 8F10D2A, and 8F10E1A** shall be administered as follows:

**8F10F1** The years listed under these sections must be paid status, but not necessarily continuous paid status.

**8F10F2** If the unpaid leave which is applied for and approved is for the period immediately preceding retirement, the amount of leave allowed shall be limited based on years of paid service with the District as follows:

- 5-9 years: six (6) months
- 10-14 years: one (1) year
- 15-19 years: one (1) year and six (6) months
- 20 or more years: two (2) years

**8F10F3** Paid leave counts as regular paid service.

**8F10G** Health Coverage at the Employee's (or Spouse's) Expense

**8F10G1** The ability to continue and/or acquire any coverage under this section is conditioned upon the health and welfare benefit provider's allowance of the practice, current provisions of state and federal laws, and Medicare policies.

**8F10G2** When an employee, spouse or other eligible dependent is required to contribute to the health and/or dental plans, failure to make timely payments for two (2) consecutive months shall cause the right to continue coverage under this provision to cease.

**8F10H** For those employees retiring after June 30, 1983, the health and dental plans shall be the same as the plans offered to current employees. The retiree's choice of insurance plan may be restricted as a result of the geographical area where the retiree is residing. If that applies, HMO plans are available.

**8F10I** Employees retiring under PERS will have the same benefits as if they had retired under STRS.

**8G** Absences and Leaves (Revised February 3, 2005)

**8G1** Records of employee absences are to be maintained by the District Payroll Office.

**8G2** Leave of Absence/Sick Leave

**8G2A** Sick leave shall be granted when an employee is kept from the performance of duties by illness, injury, or quarantine.

- 8G2B** Sick leave with full pay is allowed full-time employees on the basis of one (1) day of sick leave for each calendar month worked starting from the first (1st) date of service.
- 8G2B1** A person employed less than full-time shall be entitled to a pro-rata share of the sick leave.
- 8G2B2** A person absent from duty as a result of an industrial accident or illness shall be paid that portion of salary which when added to temporary disability indemnity will result in payment of not more than full salary.
- 8G2C** Unused sick leave shall be accumulated.
- 8G2D** The District may require that any absence due to illness or injury or quarantine which exceeds three (3) days duration be verified by a written statement by a licensed physician indicating the reasons for and length of disability.
- 8G2E** A person absent from duty as a result of an industrial accident or illness shall be paid that portion of salary which, when added to temporary disability indemnity, will result in payment to the employee of not more than full salary.
- 8G2F** After accumulated sick leave, industrial accident and illness leave, and other available leave to which the employee may be entitled has been exhausted, the employee is entitled to additional leave benefits set forth in **Policy 8G2F1** when absent from duties because of illness or accident, whether the absence arises out of or in the course of employment of the employee.
- 8G2F1** The benefit will be paid under the provision of Education Code Section 87786 and will be provided for a total absence no greater than one hundred (100) working days. The amount of sick leave pay shall be fifty percent (50%) of the regular daily salary of the employee.
- 8G2G** Employees shall be entitled to use sick leave accrued annually to attend to the illness of a child, parent, spouse, or domestic partner according to law.

**8G3** Personal Necessity Leave

**8G3A** Earned sick leave to a maximum of seven (7) days each contract year may be used by the employee in cases of personal necessity.

**8G3B** To arrange for proper coverage of the assignment, when possible, it is expected that the employee shall secure prior approval for his/her immediate supervisor for use of personal necessity leave as defined in **Policies 8G3B1 and 8G3B2**. If prior approval is not obtained pursuant to **Policy 8G3B1**, below, the employee, upon return to work or within three (3) days, shall submit in writing the nature of the absence. If the absence does not meet the provisions of **Policies 8G3B1 or 8G3B2**, the employee shall have a deduction in pay.

**8G3B1** Appearance in any court or before any administrative tribunal as a litigant or part.

**8G3B2** Personal business of a compelling nature that cannot be conducted outside of normal work assignment hours and does not involve payment to the employee for services.

**8G3C** The employee shall not be required to have advanced permission for personal necessity leave for the following reasons:

**8G3C1** Death or serious illness of a member of the immediate family when additional leave is required beyond that provided by Education Code Section 87788. *Immediate family* shall be construed to have the same meaning as identified under *bereavement* in **Policy 8G4A**.

**8G3C2** Accident involving the person or property of the employee or the person or property of a member of the immediate family.

**8G3D** Absences reported under this section must be identified on the appropriate form with sufficient information to qualify the absence for payment.

**8G4** Bereavement Leave

**8G4A** Each employee may be granted a maximum of three (3) days, or five (5) days if out-of-state travel is required, with pay for bereavement, funeral arrangement, and/or funeral attendance in the event of the death of a member of the immediate family. Members of the immediate family include mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother, sister, grandparents of the employee or spouse, son-in-law, or daughter-in-law of the employee, or any relative living within the immediate household of the employee.

**8G4B** Time off without pay may be granted for attendance at the funeral of a distant relative or close friend. An employee may choose to use personal necessity leave, vacation, compensatory time, or holiday credit for attendance at the funeral of a distant relative or close friend.

**8G5** Emergency Leave

**8G5A** Emergency leave is a privilege granted by the Board of Trustees, and its use is limited to severe illness. Employees must expect to provide adequate proof of necessity for emergency leave. This leave may be used after personal necessity leave, and if applicable, bereavement leave, has been exhausted.

For absence due to severe illness or death in the employee's family, no deduction in pay will be made up to a maximum of six (6) days per contract year. Additional time for reasons of travel may be allowed upon the recommendation of the College President.

An employee's "Family" is understood to mean, in addition to immediate relatives (mother, father, wife, husband, son, daughter, brother, sister), any other relative living in the home of the employee or any other relative living within the immediate household of the employee.

**8G6** Pregnancy Leave

- 8G6A** Each female employee shall be entitled to a maximum of four (4) months leave of absence for the period of time she is required to be absent by reason of physical incapacity as a result of pregnancy, childbirth, or conditions related thereto. This leave is available only to employees who are on current working status. The employee shall be entitled to use her accumulated sick leave allowable under appropriate sections of this Board policy on the same basis provided for any other illness, injury, or disability.
- 8G6B** The period of leave, including the date upon which the leave shall begin, shall be determined by the employee and her physician.
- 8G6C** A written statement from the employee's physician as to the beginning date of such leave shall be filed with the Chancellor through the College President's Office. This date shall be based on the employee's ability to render service in her current assignment.
- 8G6D** The date of the employee's return to service shall be based on her physician's analysis and written statement of the employee's physical ability to render service and that she is no longer required to remain off duty due to her pregnancy.

**8G7** Child Rearing Leave

- 8G7A** At the request of the employee, an unpaid child rearing leave may be granted to a maximum of twelve (12) months upon approval by the College President, and the Board of Trustees.
- 8G7B** If mutually agreed by the employee and the College President, with approval of the Chancellor, an additional twelve (12) months for an overall total of twenty-four (24) months may be granted by the Board of Trustees.
- 8G7C** Upon return from a child rearing leave, the employee shall be reinstated to the same assignment held at the time the leave was granted or to a similar assignment within the District.

**8G8** Child Adoption Leave

**8G8A** The child adoption leave shall be granted to employees and shall be without pay. The College President shall be notified of such request in sufficient time to make proper substitute arrangements.

**8G8B** The child adoption leave may begin on the date the employee takes custody of the child or any time within one (1) week prior.

**8G8C** The leave shall terminate sixty (60) days after the employee has taken custody of the child. The employee may request an extension to the sixty-day (60-day) limit in cases of unusual circumstances as verified in writing by a social worker, pediatrician, or other appropriate professional.

**8G9** Family Care Leave

**8G9A** All employees who have completed one (1) year of continuous service for the District shall be entitled to a maximum of six (6) months of unpaid family care leave in a twenty-four-(24)-month period as provided by law. Family Care Leave is available for the following reasons:

- Care of the child of the employee following the birth of that child.
- The placement of a child with the employee for adoption or foster/adoption program.
- Serious illness of the child of the employee.
- Care for a parent or spouse who has a serious health condition.
- A serious health condition that makes the employee unable to perform the functions of his/her position.

**8G9B** The total time provided in Family Care Leave shall run concurrently with the leave provided in Emergency Leave, Disability Pregnancy Leave, Child Rearing Leave and Child Adoption Leave.

**8G9C** If the need for Family Care Leave is foreseeable, the employee shall provide the District with reasonable advance notice of the need for the leave.

- 8G9D** If the need is foreseeable due to planned medical treatment, the employee shall make a reasonable effort to schedule the treatment to avoid disruption of work schedule.
- 8G9E** The following time constraints shall apply to Family Care Leave.
- 8G9E1** Except for special circumstances approved by the Board of Trustees, the leave must be taken in a consecutive time block rather than intermittent.
- 8G9F** The Family Care Leave does not constitute a break in service for seniority or longevity.
- 8G9G** During the time of leave, the District will continue to provide health and welfare benefits at the same contribution rate as when the employee is in active status.
- 8G9H** The District is entitled to recover the cost of health and welfare benefits if the employee does not return from leave.
- 8G9I** Sick leave shall be earned during any period of Family Care Leave when in paid status.

**8G10** Military Leave

- 8G10A** Military leaves shall be granted to employees in accordance with applicable state and federal laws. Additional leave beyond the specified legal minimum may be granted upon approval of the Governing Board for such personnel in cases where it would be to the advantage of both the District and the employee to grant such a leave.
- 8G10B** Training periods for members of military reserve units should be scheduled during time school is not in session. If a training period cannot be so scheduled, permission must be obtained from the Board of Trustees after a letter from the military commander has been presented stating alternative training periods are not available.
- 8G10C** Employees shall provide copies of their military orders to substantiate their request for military leave.

**8G11** Jury Leave

**8G11A** Absence without loss of pay shall be granted to employees to perform jury duty, to appear as a witness in court other than as a litigant, and to respond to a lawful subpoena or an official order from another governmental entity for reasons not brought about through connivance or misconduct of the employee.

**8G12** Job Related Accident or Illness

**8G12A** Job related accident or illness (industrial accident and industrial illness) is defined as any injury or illness arising out of and in the course of employment.

**8G12B** A maximum of sixty (60) days paid leave is available for the same accident or illness during one (1) contract period.

**8G12C** The industrial accident or illness leave shall not be accumulated from year to year.

**8G12D** When an industrial accident or illness leave overlaps into a new contract period, the employee shall be entitled to only the amount of unused industrial accident or illness leave due for the same illness or injury.

**8G12E** Industrial accident or illness leave shall commence on the first (1st) day of absence.

**8G12F** When an industrial accident or illness absence occurs, the employee shall be paid a salary which when added to the Worker's Compensation benefit amount will yield full salary.

**8F12G** During a paid industrial accident or illness leave of absence, the employee shall endorse to the District all Worker's Compensation benefit checks received for industrial accident or illness. The District, in turn, shall issue the employee's appropriate salary warrants and shall deduct normal retirement and other authorized contributions.

**8G12H** Upon termination of the industrial accident or illness leave the employee shall be entitled to the benefits of such other leave as may be provided by law or regulations.

**8G12I** Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the Board of Trustees authorizes travel outside the State.

**8G12J** Industrial accident or illness leave shall not be considered to be a break in service of the employee.

**8G13** Long-Term Leave Without Pay

**8G13A** Each applicant for a long-term professional leave of absence without pay must have served in a full-time capacity within the District for not less than four (4) consecutive years immediately preceding the beginning of the leave period. Any subsequent leaves following the first (1<sup>st</sup>) leave shall require four (4) additional years of full-time service. Exceptions to this Section may be granted by the Chancellor and the Board of Trustees.

**8G13B** Applications for leave must be filed with the Chancellor at least sixty (60) days prior to the beginning of the leave period. Leave may be granted for periods of up to one (1) year. A leave will be granted only when a satisfactory substitute is available.

**8G13C** Employees granted a long-term leave without pay for approved performance training will follow the normal progression on the salary schedule as if they were on active duty. The period of such absence, however, shall not be included in computing total years of service to the District.

**8G13D** Exceptions to the four-year (4-year) requirement may be made for a leave involving a specific educational program which is clearly an opportunity for professional growth and a benefit to the College program. Such an educational program shall be developed cooperatively by the College administration, the employee, department/division chairperson, and the Chancellor.

**8G14** Exchange Teacher Leave

**8G14A** A leave to accept a position as an exchange teacher may be granted on recommendation of the Chancellor. Teacher exchanges may be with other institutions in California or other state or foreign institutions. The Chancellor shall also approve the instructor in exchange. Such leave shall not be considered a break in service to the District.

**8G15** Retraining Program

**8G15A** The Chancellor may assign an employee to a retraining program with full salary.

**8G15A1** The District may compensate or reimburse staff for authorized, documented costs incurred during the retraining program. Expenses such as tuition, fees, books, materials, transportation, and housing may be considered for compensation or reimbursement.

**8G15B** At the request of the employee, the District may authorize a paid leave of absence to complete an approved program for purposes of retraining.

**8G15B1** The maximum period of the leave shall be one (1) year.

**8G15B2** Compensation will be at the rate of ninety percent (90%) of salary for a one (1) semester leave or sixty percent (60%) of salary for a two (2) semester leave.

**8G15B3** The employee shall agree in writing to return to the service of the District and to render a period of service equal to twice the period of the leave.

**8G15B4** Leaves will be granted dependent upon impact of leave on program.

**8G15C** At the request of a staff member, an unpaid leave of absence for purposes of retraining may be granted.

**8G15C1** The maximum period of the leave shall be one (1) year.

**8G15C2** The District may pay the cost of medical and dental benefits for the employee on this leave.

**8G16** Short-Term Leaves

- 8G16A** Employees may be authorized to attend conferences, participate in state conferences and participate in state and national professional organizations related to their assignment when there is clearly an opportunity for professional growth and/or for benefit to the College program.
- 8G16B** Permission to attend such meetings or conferences may be granted on written request submitted to the Chancellor well in advance of the event. The Chancellor may refer the matter to the Board of Trustees for decision.
- 8G16C** If the Chancellor or the Board approves the request, a school car may be used for transportation to conferences and/or other pertinent and necessary expenses may be reimbursed.
- 8G16D** If an employee has prior authorization to attend a conference or related meeting, a substitute will be provided by the District, if needed. No salary deduction will be made.
- 8G16E** If an employee is requested or directed to attend a conference by the Chancellor or Board of Trustees, all pertinent and necessary expenses will be paid.
- 8G16F** Ordinarily, employees are not to be excused from duty to attend conferences and meetings of non-school organizations. Exceptions may be made by the Chancellor for those who hold responsible national, state, regional or local offices in groups of a civic or non-political nature. If the employee is granted advance authorization to be absent, a salary deduction shall be made equal to the pay of a substitute.

**8G17** Conditions for Leaves of Absence

- 8G17A** Employees shall file a signed statement with the College President or designee for each absence from duty.

## **8H** Personnel Files and Complaints *(Revised February 3, 2005)*

### **8H1** Personnel File Contents and Inspection

- 8H1A** There shall be an official District Personnel File for each employee. The material in the official District Personnel File shall be considered and used as the only official personnel record of the District in any proceeding affecting the status of the teacher's employment with the District. Materials which may serve as a basis for discipline up to and including dismissals are to be made available for the inspection of the employee involved. Such material is not to include ratings, reports, or records which (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination.
- 8H1B** Every employee shall have the right to inspect such materials upon request, provided that the request is made at a time when such person is not actually required to render services to the District.
- 8H1C** Information of a derogatory nature, except material mentioned in this Section, shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to enter, and have attached to any such derogatory statement, his/her own comments thereon. Such review shall take place during normal business hours, and the employee shall be released from non-classroom duty for this purpose without salary reduction.
- 8H1D** The personnel file shall include, but need not be limited to, records of employment with the District and records of professional evaluation. In addition, such records as educational advancement and pertinent work experience as provided by the employee shall be a part of the official District file.

- 8H1E** An employee may forward to the Human Resources Office materials for inclusion in the file. All reasonable requests for inclusion of pertinent material in the employee's file shall be accommodated. Materials not filed shall be returned to the employee.
- 8H1F** The personnel file shall be kept in a locked file cabinet in the District Human Resources Office. The file shall be available for inspection by the employee upon written request.
- 8H1G** Any item to be placed in the file shall be clearly identified as to its source or originator and its date of receipt by the District.
- 8H1H** The employee shall have the right to copies of materials within the file except for pre-employment documents. In the event of disciplinary action against the employee, the employee, upon request, shall be provided at District expense with a copy of any or all material in the file deemed necessary by the employee, except for pre-employment documents.
- 8H1I** Anonymous letters shall not be referenced or placed in any employee's personnel file.

**8H2** Complaints Against Employees

- 8H2A** When a written complaint against an employee is received from individuals, except for students, or in relation to sexual harassment or discrimination, the immediate supervisor shall confer one-to-one (1-1) with the employees within ten (10) working days. Employees shall be entitled to representation upon request. All such complaints shall be in writing and signed by the complainant. If the matter is not settled with this meeting, the matter will be referred to the educational administrator.
- 8H2B** When complaints that have the potential of disciplinary action are received, the program director/coordinator and the educational administrator or designee shall meet with the employee within ten (10) working days. The employee shall be entitled to representation upon request.

**8I**     Safety (Revised February 3, 2005)

**8I1**     Safe Working Conditions

- 8I1A**     The District shall provide and maintain facilities, equipment, and a general educational environment which does not endanger the health or safety employees.
- 8I1B**     Any on-the-job condition(s) considered to be unsafe or potentially unsafe by an employee should be reported immediately to his/her immediate supervisor. The District shall conduct investigations of employee reports and take appropriate corrective measures as soon as practicable.
- 8I1C**     An employee shall immediately report any assault in connection with his/her employment to the immediate supervisor. The supervisor shall take timely and appropriate action.

**8J**     Grievance (Revised February 3, 2005)

**8J1**     Definitions

- 8J1A**     A grievance is a written claim by an employee that the employee has been adversely affected by a violation of specific provision(s) of **Section Eight--Child Development Centers Employees** of the Kern Community College District Board Policy Manual. Grievances shall not be concerned with the purposes or merit of any provision of these policies.
- 8J1B**     A grievant is a Child Development Center employee employed under contract to this District.
- 8J1C**     Day--Any day in which the central Administrative office of the District is open for business.
- 8J1D**     Immediate Supervisor--The immediate supervisor is an administrator having immediate jurisdiction over the grievant.
- 8J1E**     College President--The chief executive officer of Bakersfield College, Cerro Coso Community College or Porterville College.
- 8J1F**     Chancellor--The chief executive officer of the Kern Community College District.

**8J2** Informal Resolution of Potential Grievances

**8J2A** Before filing a written grievance and within thirty (30) days of the act constituting the grievance is alleged to have occurred, the employee shall attempt to resolve the problem through an informal conference with the immediate supervisor. The grievant must notify the immediate supervisor that the meeting is an informal conference relating to a possible grievance. The resolution, at the informal level, will be given orally by the immediate supervisor to the grievant and shall be consistent with the provisions of the policies. At the request of the grievant, the acknowledgement of the verbal complaint may be in writing.

**8J3** Formal Resolution of Grievances

**8J3A** Level I

**8J3A1** Within thirty (30) days after the alleged occurrence of an act or omission giving rise to the grievance, or within ten (10) days of the meeting with the immediate supervisor to resolve the grievance informally, the grievant must present his/her grievance in writing on the *Statement of Grievance* form as provided by the District to his/her immediate supervisor.

**8J3A1A** The written grievance statement shall be a clear, complete and concise statement of the circumstances creating the grievance and a citation of the specific policy that is alleged to have been violated and shall state the teacher's contention with respect to the policy, as well as full name of the grievant, the date of the alleged occurrence, the date of the informal discussion, and the date of oral response.

**8J3A1B** The statement also shall state the specific remedy sought by the grievant.

**8J3A1C** The written grievance shall be delivered to the immediate supervisor by the grievant.

**8J3A1D** The immediate supervisor shall conduct an investigation of the allegation and shall communicate his/her decision to the grievant in writing within ten (10) days after receiving the grievance. If the grievance is not settled in favor of the grievant, the specific reasons shall be stated.

**8J3B** Level II

**8J3B1** If the grievance is not resolved with the decision at Level I, the grievant may appeal the outcome to the College President or designee within five (5) days after the decision of the immediate supervisor is given.

**8J3B1A** The written appeal must include a copy of the original grievance and the decision given by the immediate supervisor at Level I. It must also cite the specific reason(s) for the appeal.

**8J3B1B** Within fifteen (15) days after receiving the grievance, the College President or designee shall conduct an investigation and shall communicate his/her decision in writing to the grievant. If the grievance is not settled in favor of the grievant, the specific reasons shall be stated.

**8J3C** Level III

**8J3C1** If the grievance is not resolved at Level II, the grievant may appeal the outcome to the Chancellor within five (5) days after the decision of the College President.

**8J3C2** The written appeal must include copies of the original grievance and the decisions through Level I and Level II of this procedure, and also cite the specific reasons for this appeal.

**8J3C3** There shall be a meeting between the Chancellor or designee and the grievant held within ten (10) days of the filing of the appeal. The Chancellor or designee shall transmit to the grievant within ten (10) days of the meeting a written decision including the reasons for the decision.

**8J3C4** If the Chancellor or designee does not transmit a written decision within the time limit, the grievance shall be deemed to be denied.

**8J3C5** The decision at Level III shall be final.

**8J4** Conditions of Grievance Processing

**8J4A** The grievant may at his/her option be accompanied by an advisor at both the informal and formal levels of grievance processing.

**8J4B** If the employee fails to comply with the established time limits at any formal or informal step, all rights to the further application of the grievance procedures for the alleged violation shall be forfeited. If the College/District does not comply with the time limits, the next step in the grievance process may be invoked. This paragraph is subject to **Policy 8J4C**.

**8J4C** The number of days to render or appeal a decision at any level of the formal grievance process may be adjusted upward for good cause by mutual agreement between the grievant and the administrator, in writing, at the respective level.

**8J4D** The grievance procedures shall not be used to appeal any decision of the Board or the administration if such decision is necessary to bring the District into compliance with any appropriate local, state or federal law, rules or regulations, or contractual agreements with outside agencies.

**8J4E** If the validity is questioned at any level, the grievant may proceed through the grievance procedures.

**8J4F** Grievances will be processed during the regular work day but shall not otherwise limit or impact services to students or the operation of the College.

**8J4G** All claims involving salary shall be limited to the specific amount of wages earned, and salary corrections will be made within the statute of limitation.

**8J4H** Time limits for appeal provided at each level shall begin the day following receipt of the written decision by the College/District or the grievant.

**8J4I** All documents dealing with the processing of grievances will be filed separately from the official personnel file of the employee.

**8K** **Child Development Center Contagious Disease/Infectious Conditions** (See **Procedure 8K** of this Manual for parent/guardian and staff responsibilities and guidelines for infection control.

**8K1** **All Contagious Diseases**

**8K1A** Any child suspected of having a contagious or infectious disease shall, pending a determination of the child's medical condition, be excluded from the child development center by designated school authorities. Children who have tested positive for Human Immunodeficiency Virus (H.I.V.) are not to be excluded until the District has followed **Procedure 8K** of this Manual.

**8K1B** When requested in writing by the child's parent(s) or guardian(s), the District may permit a child with what would normally be classified as a contagious disease or infectious condition to attend the child development center contingent upon the following:

- an evaluation of the situation by the Chancellor or designee; and/or
- with a written agreement of the child's physician, the County Health Officer and the District's medical consultant that such admittance poses no risk to the child or to his/her classmates, or to staff members.

**8K1C** The Board of Trustees may require a periodic examination of the child and verification of the information by the District's medical consultant.

**8K1D** The Board of Trustees or designee shall make the final decision whether to allow the child to attend the child development center.

**8K2** Children Who Have Tested Positive for Human Immunodeficiency Virus (H.I.V., Also Known as AIDS Virus)

**8K2A** The Board of Trustees is aware of the public's concern about the attendance in child development centers of children who have tested positive for H.I.V. infection.

**8K2B** The District shall provide factual information and training for all staff, all students, and all parents/guardians of children in child development centers regarding H.I.V. infection.

**8K2C** Procedures shall be established to provide a safe and productive educational environment for each affected child. Each case shall be considered on an individual basis considering the following factors:

- age and developmental level of the child;
- concerns of the child's parent(s)/guardian(s);
- medical condition of the child;
- health protection of the child, the child development center population and staff, considering the most authoritative information about transmission of H.I.V. infection;
- the opinion of the District's medical consultant regarding the attendance of the child and the risk of harm to the child or others because of the child's medical condition; and
- an analysis of staff/child ratios established by California law and the actual ratios required to care for an H.I.V. infected child in the child development center.

**8K2D** Precautions shall be taken to ensure the confidentiality of information in all procedures involving children who have tested positive for H.I.V. infection.

# Procedure

- Bakersfield College
- Cerro Coso College
- Porterville College

Form A

Procedure 8B1H2A(a)

Kern Community College District  
2100 Chester Avenue  
Bakersfield, CA 93301-4099



## Administrative Summary of Child Development Center Teaching Employee Evaluation

Name of Employee Member	
Location/Site	Date
<b>Evaluation Team Signature</b>	
Signature	Date
Signature	Date
Signature	Date
<b>Comments:</b>	
<b>Overall Summary</b>	
<b>Performance:</b> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory	<b>Attachments:</b> <input type="checkbox"/> Administrative Summary, Form A <input type="checkbox"/> Administrative Evaluation, Form B <input type="checkbox"/> Self-Evaluation, Form C <input type="checkbox"/> Summary of Classroom Observation, Form D <input type="checkbox"/> Observation of Professional Performance, Form E <input type="checkbox"/> Other _____
<p><b>Employee:</b> <i>I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand my signature does not necessarily indicate agreement. I also understand that I have ten (10) working days to respond in writing to any material in this report and that my response will be attached to this report.</i></p>	
<b>Comments:</b>	
Staff Member's Signature	Date
<b>Comments:</b>	
Program Director's Signature	Date
<b>Comments:</b>	
Educational Administrator	Date

AC/ES:9/05     Distribution: Original—District Human Resources     Copies to: Educational Administrator (Chancellor's Designee) and Employee

- Bakersfield College
- Cerro Coso College
- Porterville College

Form B

**Procedure 8B1H2A(b)**

Kern Community College District  
 2100 Chester Avenue  
 Bakersfield, CA 93301-4099



## Administrative Evaluation of Professional Performance For Child Development Center Associate Teacher

Name of Employee Member	Date
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***Instructions:*** A check in any category other than satisfactory shall be supported by specific comments.

Evaluation Criteria	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable	Comments
1. Develops and maintains an appropriate environment both inside and outside the classroom.					
2. Supervises and directly interacts with children in a warm and positive manner.					
3. Develops and provides developmentally and culturally appropriate activities.					
4. Develops and implements conflict management and problem-solving strategies with children.					
5. Follows established Center policies and procedures as required.					
6. Develops and implements emergency procedures as required.					
7. Provides information to aides and families.					
8. Maintains a safe and healthy indoor and outdoor environment.					
9. Presents a positive view of the Center to the community.					
10. Communicates positively and actively develops reciprocal relationships with staff.					
11. Communicates positively and actively develops reciprocal relationships with families.					
Identifies special needs of children and/or families.					

Over

Evaluation Criteria	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable	Comments
12. Assists in involving families in classroom and Center activities; invites and encourages family participation in children's activities.					
13. Develops and assists in facilitating family programs and events.					
14. Provides information about community resources to families and staff.					
15. Conducts family conferences.					
16. Facilitates program organization.					
17. Maintains appropriate records.					
18. Participates in evaluation and supervision of activities as assigned.					
19. Maintains satisfactory progress for permit requirements.					
20. Maintains currency in the field of Early Childhood Education and prepares thoroughly for assignments.					
21. Is prompt and regular in attendance.					
22. Adheres to College and District policies and procedures.					
23. When reasonably possible, reports absences in sufficient time to provide substitution.					
24. Demonstrates initiative.					
25. Performs other related duties.					
Evaluator's Signature					Date
Evaluator's Job Title or Responsibility					

**Employee:** *I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand my signature does not necessarily indicate agreement. I also understand that I have ten (10) working days to respond in writing to any material in this report and that my response will be attached to this report.*

Employee's Signature	Date
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## Administrative Evaluation of Professional Performance For Child Development Center Master Teacher

Name of Employee Member	Date
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***Instructions:*** A check in any category other than satisfactory shall be supported by specific comments.

Evaluation Criteria	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable	Comments
1. Incorporates codes of professional ethics in educational practices and issues.					
2. Pursues involvement in activities of a professional organization.					
3. Promotes advocacy for children and families.					
4. Develops and maintains an appropriate environment both inside and outside the classroom.					
5. Supervises and directly interacts with children in a warm and positives manner.					
6. Develops and provides developmentally and culturally appropriate activities.					
7. Develops and implements conflict management and problem-solving strategies with children.					
8. Follows established Center policies and procedures for health and safety standards.					
9. Develops and implements emergency procedures as required.					
10. Provides information to aides and families regarding health, safety, and transportation policies.					
11. Maintains a safe and healthy indoor and outdoor environment.					
12. Presents a positive view of the Center to the community.					
13. Communicates positively and actively develops reciprocal relationships with families.					
14. Identifies special needs of children and/or families and assists with referrals.					
15. Assists in involving families in classroom and Center activities; invites and encourages family participation in children's activities.					

Over

Evaluation Criteria	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable	Comments
16. Develops and assists in facilitating family programs and events.					
17. Maintains necessary documentation required for program evaluation					
18. Provides information about community resources to families and staff.					
19. Conducts family conferences.					
20. Facilitates program organization.					
21. Maintains appropriate records.					
22. Participate in evaluation and supervision activities as assigned.					
23. Maintain satisfactory progress for permit requirements.					
24. Maintains currency in the field of early childhood education and prepares thoroughly for assignments.					
25. Is prompt and regular in attendance.					
26. Adheres to College and District policies and procedures.					
27. When reasonably possible, reports absences in sufficient time to provide substitution.					
28. Demonstrates initiative.					
29. Performs other related duties.					
Evaluator's Signature					Date
Evaluators Job Title or Responsibility					
<p><b>Employee:</b> <i>I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand my signature does not necessarily indicate agreement. I also understand that I have ten (10) working days to respond in writing to any material in this report and that my response will be attached to this report.</i></p>					
Employee's Signature					Date

- Bakersfield College
- Cerro Coso College
- Porterville College

Form B

Procedure 8B1H2A(d)

Kern Community College District  
2100 Chester Avenue  
Bakersfield, CA 93301-4099



## Administrative Evaluation of Professional Performance For Child Development Center Site Supervisor

Name of Employee Member	Date
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***Instructions:*** A check in any category other than satisfactory shall be supported by specific comments.

Evaluation Criteria	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable	Comments
1. Follows Center personnel procedures in working with staff and promoting a positive atmosphere.					
2. Participates in professional growth activities.					
3. Incorporates codes of professional ethics in educational practices and issues.					
4. Pursues involvement in activities of a professional organization.					
5. Promotes advocacy for children and families.					
6. Develops and maintains an developmentally appropriate inside and outside environment.					
7. Supervises and directly interacts with children in a warm and positive manner.					
8. Develops and provides developmentally and culturally appropriate activities.					
9. Develops and implements conflict management and problem-solving strategies with children, staff, and families.					
10. Evaluates and implements established Center health, safety policies, and procedures.					
11. Develops and implements emergency procedures as required.					
12. Provides information to staff, administrators, volunteers, and families regarding health, safety, and transportation policies.					
13. Maintains a safe and healthy indoor and outdoor environment.					
14. Presents a positive view of the Center to the community.					
15. Communicates positively and actively develops reciprocal relationships with families.					
16. Identifies special needs of children and/or families and assists with referrals as needed.					
17. Assists in involving parents in classroom and Center activities; invites and encourages family participation in children's activities.					

Over

Evaluation Criteria	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable	Comments
18. Maintains necessary documentation required for program evaluation					
19. Develops and assists in facilitating family programs and events.					
20. Provides information about community resources to families, staff, laboratory students.					
21. Conducts family conferences to review and revise expectations and special requests.					
22. Facilitates program organization.					
23. Maintains appropriate records.					
24. Adheres to College and District policies and procedures.					
25. When reasonably possible, reports absences in sufficient time to provide proper substitution.					
26. Provides program orientation to volunteers and to laboratory students with the cooperation of College instructional staff.					
27. Facilitates the implementation of the food program according to established nutritional and food handling guidelines and with policies and procedures of the College food preparation unit.					
28. Adheres to universal health precautions to ensure the development and/or implementation of policies and procedures dealing with blood or bodily fluid spills.					
29. Participates in evaluation and supervision activities as assigned.					
30. Assists in coordinating in-service training and staff meetings.					
31. Performs other related duties as assigned.					
Evaluator's Signature					Date
Evaluator's Job Title or Responsibility					

**Employee:** *I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand my signature does not necessarily indicate agreement. I also understand that I have ten (10) working days to respond in writing to any material in this report and that my response will be attached to this report.*

Employee's Signature	Date
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- Bakersfield College
- Cerro Coso College
- Porterville College

Form B

**Procedure 8B1H2A(e)**

Kern Community College District  
 2100 Chester Avenue  
 Bakersfield, CA 93301-4099



## Administrative Evaluation of Professional Performance For Child Development Center Teacher

Name of Employee Member	Date
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***Instructions:*** A check in any category other than satisfactory shall be supported by specific comments.

Evaluation Criteria	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable	Comments
1. Develops and maintains an appropriate environment both inside and outside the classroom.					
2. Supervises and directly interacts with children in a warm and positive manner.					
3. Develops and provides developmentally and culturally appropriate activities.					
4. Develops and implements conflict management and problem-solving strategies with children.					
5. Follows established Center policies and procedures as required.					
6. Develops and implements emergency procedures as required.					
7. Provides information to aides and families regarding health, safety, and transportation policies.					
8. Maintains a safe and healthy indoor and outdoor environment.					
9. Presents a positive view of the Center to the community.					
10. Communicates positively and actively develops reciprocal relationships with staff.					
11. Communicates positively and actively develops reciprocal relationships with families.					
12. Identifies special needs of children and/or families.					
13. Assists in involving families in classroom and Center activities; invites and encourages family participation in children's activities.					
14. Develops and assists in facilitating family programs and events.					
15. Provides information about community resources to families and staff.					
16. Maintains necessary documentation required for program evaluation.					

Over

Evaluation Criteria	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable	Comments
17. Conducts family conferences to review and revises expectations and special requests.					
18. Facilitates program organization.					
19. Maintains appropriate records.					
20. Participates in evaluation and supervision activities as assigned.					
21. Maintains satisfactory progress for permit requirements.					
22. Maintains currency in the field of early childhood education.					
23. Is prompt and regular in attendance.					
24. Adheres to College and District policies and procedures.					
25. When reasonably possible, reports absences in sufficient time to provide proper substitution.					
26. Demonstrates initiative.					
27. Performs other related duties.					
Evaluator's Signature					Date
Evaluator's Job Title or Responsibility					

**Employee:** *I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand my signature does not necessarily indicate agreement. I also understand that I have ten (10) working days to respond in writing to any derogatory material in this report and that my response will be attached to this report.*

Employee's Signature	Date
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- Bakersfield College
- Cerro Coso College
- Porterville College

**Procedure 8B1H2A(f)**

Kern Community College District  
 2100 Chester Avenue  
 Bakersfield, CA 93301-4099



- Associate Teacher
- Teacher
- Master Teacher
- Site Supervisor

Form C

## Child Development Center Teacher/Site Supervisor Self-Evaluation

Name of Employee Member	Date
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***Write a self-evaluation of your strengths, weaknesses, accomplishments (including professional development activities) and goals. If necessary, attach additional sheets.***

<b>Strengths</b>	<div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>
<b>Weaknesses</b>	<div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>
<b>Accomplishments</b>	<p><b>Since last evaluation period (include professional development activities such as courses completed, workshops, and conferences.</b></p> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>
<b>Goals and Objectives</b>	<div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>
Employee's Signature	Date

- Bakersfield College
- Cerro Coso College
- Porterville College

**Procedure 8B1H2A(g)**

Kern Community College District  
2100 Chester Avenue  
Bakersfield, CA 93301-4099



- Associate Teacher
- Teacher
- Master Teacher
- Site Supervise

Form D

## Child Development Center Summary of Classroom Observation of Professional Performance

Name of Employee Member	Date of Observation
Class Observed	Activities or Event(s)

***Instructions:*** A check in any category other than satisfactory shall be supported by specific comments.

Evaluation Criteria	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable	Comments
1. Is well prepared for today's activities.					
2. Demonstrates flexibility to be responsive to individual children's needs.					
3. Demonstrates initiative.					
4. Children are engaged.					
5. Ideas and experiences presented are developmentally appropriate.					
6. Facilitates topic clearly.					
7. Utilizes developmentally appropriate curriculum, equipment, and materials.					
8. Presents ideas and activities with animation and enthusiasm and in a communicative style.					
9. Treats all children equitable.					
10. Shows respect for children and families.					
11. Uses language that is clear, concrete and appropriate.					
12. Encourages participation and copes effectively with children's questions.					
13. Demonstrates appropriate skills in classroom management.					
14. Utilizes teaching techniques.					
15. Interactions with children are well planned, thoughtful and constructive.					
16. Overall, the teaching/learning experience was effective.					

Signature of Observer	Date
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AC/ES:9/05      Distribution:    Original—District Human Resources    Copies to: Educational Administrator (Chancellor's Designee) and Employee



## **Child Development Center Employee Salary Schedule Placement Guidelines**

### **Associate Teacher**

- Qualifying experience shall be verified with previous employers.
- Qualifying experience shall be equated to a full-time position as Associate Teacher.
- Qualifying experience in a position as Associate Teacher for at least one hundred, thirty (130) days with a minimum of three (3) hours per day shall equal one (1) year for step placement.
- Qualifying experience must be in paid status.
- Qualifying experience must be within the seven-year (7-year) period immediately preceding the employee's date of hire.

### **Teacher**

- Qualifying experience shall be verified with previous employers.
- Qualifying experience shall be equated to a full-time position as Teacher.
- Qualifying experience in a position as Teacher for at least one hundred, thirty (130) days with a minimum of three (3) hours per day shall equal one (1) year for step placement.
- Qualifying experience must be in paid status.
- Qualifying experience must be within the seven-year (7-year) period immediately preceding the employee's date of hire.

### **Master Teacher**

- Qualifying experience shall be verified with previous employers.
- Qualifying experience shall be equated to a full-time position as Master Teacher.
- Qualifying experience in a position as Master Teacher for at least one hundred, thirty (130) days with a minimum of three (3) hours per day shall equal one (1) year for step placement.
- Qualifying experience must be in paid status.
- Qualifying experience must be within the seven-year (7-year) period immediately preceding the employee's date of hire.

### **Site Supervisor**

- Qualifying experience shall be verified with previous employers.
- Qualifying experience shall be equated to a full-time position as Site Supervisor.
- Qualifying experience in a position as Supervisor for at least one hundred, thirty (130) days with a minimum of three (3) hours per day shall equal one (1) year for step placement.
- Qualifying experience must be in paid status.
- Qualifying experience must be within the seven-year (7-year) period immediately preceding the employee's date of hire.

## **Dealing with Children with Contagious Diseases in Child Development Centers**

### **Parent(s)/Guardian(s) Responsibilities**

- (1) Although not legally obligated to inform child development centers that a child has tested positive for H.I.V. infection, parent(s)/guardian(s) should do so for ethical and practical reasons.
- (2) So that all information is considered in the placement of a child who has tested positive for H.I.V. infection, the child's parent(s)/guardian(s) should participate in discussions with the child development center teacher, the College child development center program director, designated medical authorities, and the District Chancellor or designee.

### **College/District Staff Responsibilities**

- (1) Upon parental/guardian notification to a College/District staff member that a child has tested positive for H.I.V. infection, the College/District staff member shall immediately inform the Chancellor or designee.
- (2) If requested by the parent(s)/guardian(s) to permit the continued attendance of a child who has tested positive for H.I.V. virus, the Chancellor or designee shall:
  - inform the parent(s)/guardian(s) of their rights and responsibilities and of pertinent District policies and procedures;
  - meet with the parent(s)/guardian(s) to consider their concerns and placement alternatives for the child; and
  - request parent(s)/guardian(s) permission for release of medical information to the District's medical consultant.

### **Child Development Center Review Committee**

- (1) If no agreement is reached between the child's parent(s)/guardian(s) and the Chancellor or designee about the continued attendance of the child in the child development center, the case shall be referred to the Review Committee.
- (2) The Review Committee shall include the following membership:
  - County Health Officer or designee;
  - Chancellor or designee;
  - Child's physician;
  - District's medical consultant;
  - College Child Development Center Director; and
  - District's legal representative.
- (3) The Review Committee shall meet within thirty (30) days of referral.
- (4) All meetings of the Review Committee shall be conducted in a private and confidential meeting.
- (5) The Review Committee shall consider oral or written input from the child's parent(s)/guardian(s), District/College staff and others designated by the Chancellor. Additionally, the Review Committee shall request and consider information from the child's physician regarding the following:
  - the child's ability to function in the child development program,
  - the child's ability to control body fluids, and
  - the child's susceptibility to common infection.
- (6) The Review Committee may conduct investigations to verify or supplement information about an individual case and may call its own experts.
- (7) The Review Committee shall make a recommendation to the Chancellor regarding the continued attendance of the child within seven (7) days of the completion of its review.

**Chancellor and Board of Trustees Responsibilities:**

- (1) The Chancellor shall consider the recommendation of the Review Committee and shall make a determination regarding the continued attendance of the child.
- (2) The Chancellor shall notify the child's parent(s)/guardian(s) and the Board of Trustees of the decision.
- (3) If the child's parent(s)/guardian(s) wish to appeal the Chancellor's decision, the matter shall be considered in Closed Session, unless a public session is requested by the parent(s)/guardian(s) at the next regular meeting of the Board of Trustees.
- (4) The Chancellor or designee may arrange for periodic follow-up evaluations of the child who has tested positive for H.I.V. infection and who continues in the child development program. The Chancellor may reactivate the placement review procedure upon changes in the child's medical condition.

Approved by the Chancellor's Cabinet  
May 16, 1989  
Approved by the Chancellor's Cabinet  
November 16, 2004

## **Guidelines for Infection Control in Child Development Centers**

- (1) The child development center director shall require children and staff to wash their hands according to the following:
- upon arrival to the Center,
  - after toileting, assisting with toileting, or diaper-changing,
  - before handling or eating food, and
  - after contact with body secretions (nasal, mouth secretions, vomit, diarrhea, or blood.)

Established standards for handwashing should be followed.

- (2) The child development center director shall acquire and maintain equipment and supplies that permit ongoing infection control including the following:
- running water that is easily accessible to children and staff,
  - liquid soap;
  - disposable paper towels;
  - plastic-lined, covered garbage containers;
  - first-aid kit;
  - disposable gloves (or accepted safety standard); and
  - a disinfectant, such as household bleach.
- (3) Child development center staff shall use disposable gloves (or accepted safety standard) when handling blood or blood-contaminated body fluids.
- (4) The child development center staff shall notify the College child development center program director, who in turn shall notify the Chancellor or designee when a child is suspected of having H.I.V. virus or if the child's parent(s)/guardian(s) notify staff that a child has tested positive for H.I.V. virus.
- (5) The child development center director shall take steps to maintain a clean and healthy environment following environmental hygiene practices, center goals and licensing requirements.

# Appendix

**Kern Community College District  
CHILD DEVELOPMENT ASSOCIATE TEACHER  
POSITION DESCRIPTION**

**General Responsibilities**

Under supervision, to provide service in the care, development, and instruction of children ages three (3) months to fourteen (14) years in a child development program.

**Minimum Qualifications**

Possession of, or eligibility to obtain and application pending, for a Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing as delineated in Title 5.

**Special Requirements**

- Maintain satisfactory level of progress toward the Professional Development requirement for Permit renewal as required by the California Commission on Teacher Credentialing.
- Completion of pediatric CPR and first aid training through an accredited or approved program.
- Possession of a current pediatric CPR and first aid certificate.
- Satisfactory completion of a pre-employment physical assessment.
- Satisfactory completion of pre-employment drug testing.
- Clear criminal record check including fingerprints.

## **Essential Functions**

1. Assist in developing and maintain an appropriate environment both inside and outside the classroom.
2. Supervise and directly interact with children in a warm and positive manner.
3. Assist in developing and provide developmentally and culturally appropriate activities.
4. Assist in developing and implementing conflict management and problem solving strategies with children.
5. Follow center policies and procedures for health and safety.
6. Assist in developing and implement emergency procedures as required.
7. Provide information to aides and families on health, safety, and transportation policies.
8. Maintain a safe and healthy indoor and outdoor environment.
9. Present a positive view of the Center to the community.
10. Communicate positively and actively develop reciprocal relationships with families.
11. Assist in identifying special needs of children and/or families.
12. Assist in involving families in classroom and Center activities; invite and encourage family participation in children's activities.
13. Assist in developing and in facilitating parent programs and events.
14. Assist in facilitating program organization.
15. Maintain appropriate records as requested by supervising teacher or Site Supervisor.
16. Participate in evaluation of laboratory students and the supervision of activities.

## Other Related Functions

1. Communicate clearly and concisely, both orally and in writing.
2. Establish and maintain cooperative working relationships with those contacted in the course of work.
3. Supervise instructional students and/or child day care center assistants assigned to the center.
4. Complete all assigned paperwork and necessary forms and reports in a timely manner.
5. Attend in-service training and staff meetings.
6. Perform necessary cleaning and maintenance as required to ensure a safe and orderly environment.
7. Perform other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the Child Development Associate Teacher.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1  
Occasional—25-50 percent = 2

Often—51-75 percent = 3  
Very Frequent—76 percent and above = 4

**Appendix 8A1(a)**, Child Development Associate Teacher  
Position Description (continued)

<b>Ratings</b>	<b>Essential Physical Requirements</b>
1	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
2	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
3	Ability to lift 50 pounds.
3	Ability to carry 50 pounds.
1	Ability to operate office equipment.
4	Ability to bend and twist, stoop, kneel, run, and crawl.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Representative Signature)

\_\_\_\_\_  
(Date)

Note: This job description incorporates information from California Commission on Teacher Credentialing permit regulations and "COMPETENCIES for the Various Levels of the Child Development Permit" as required by the California Commission on Teacher Credentialing.

Approved by the Chancellor's Cabinet  
November 16, 2004

**Kern Community College District  
CHILD DEVELOPMENT TEACHER  
POSITION DESCRIPTION**

### **General Responsibilities**

Under direction, to provide service in the care, development, and instruction of children ages three (3) months to fourteen (14) years in a child development program.

### **Minimum Qualifications**

Possession of, or eligibility to obtain and application pending for, a **Child Development Teacher Permit** issued by the California Commission on Teacher Credentialing as delineated in Title 5.

### **Special Requirements**

- Maintain satisfactory level of progress toward the Professional Development requirement for Permit renewal as required by the California Commission on Teacher Credentialing.
- Completion of pediatric CPR and first aid training through an accredited or approved program.
- Possession of a current pediatric CPR and first aid certificate.
- Satisfactory completion of a pre-employment physical assessment.
- Satisfactory completion of pre-employment drug testing.
- Clear criminal record check including fingerprints.

### **Essential Functions**

1. Develop and maintain an appropriate environment both inside and outside the classroom.
2. Supervise and directly interact with children in a warm and positive manner.
3. Develop and provide developmentally and culturally appropriate activities.

Essential Functions (continued)

4. Develop and implement conflict management and problem solving strategies with children.
5. Follow Center policies and procedures for health and safety.
6. Develop and implement emergency procedures as required.
7. Maintain a safe and healthy indoor and outdoor environment.
8. Present a positive view of the Center to the community.
9. Communicate positively and actively develop reciprocal relationships with families.
10. Identify special needs of children and/or families.
11. Assist in involving families in classroom and Center activities; invite and encourage family participation in children's activities.
12. Develop and assist in facilitating parent programs and events.
13. Provide information about community resources to families and staff.
14. Conduct family conferences to review and revise expectations and special requests.
15. Facilitate program organization.
16. Maintain appropriate records.
17. Participate in evaluation and supervision of activities. Families and staff to consider priorities and changes.

**Other Related Functions**

1. Communicate clearly and concisely, both orally and in writing.
2. Establish and maintain cooperative working relationships with those contacted in the course of work.
3. Supervise instructional students and/or child day care center assistants and/or Associate Teachers assigned to the center.

Other Related Functions (continued)

4. Complete all assigned paperwork and necessary forms and reports in a timely manner.
5. Attend in-service training and staff meetings.
6. Perform necessary cleaning and maintenance as required to ensure a safe and orderly environment.
7. Perform other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Child Development Teacher.

**Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above =4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
1	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
2	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
3	Ability to lift 50 pounds.
3	Ability to carry 50 pounds.
1	Ability to operate office equipment.
4	Ability to bend and twist, stoop, kneel, run, and crawl.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Representative Signature)

\_\_\_\_\_  
(Date)

Note: This job description incorporates information from California Commission on Teacher Credentialing permit regulations and "COMPETENCIES for the Various Levels of the Child Development Permit" as required by the California Commission on Teacher Credentialing.

**Kern Community College District  
CHILD DEVELOPMENT MASTER TEACHER  
POSITION DESCRIPTION**

**General Responsibilities**

Under general direction, to provide service in the care, development, and instruction of children ages three (3) months to fourteen (14) years in a child development program and to serve as a coordinator of curriculum and staff development in a child care and development program.

**Minimum Qualifications**

Possession of, or ability to obtain and application pending for, a Child Development Master Teacher Permit issued by the California Commission on Teacher Credentialing as delineated in Title 5. Requirements for this permit include completion of one (1) of the Options specified below:

**Option 1** (All of “A” through “E” below)

- A. Completion of twenty-four (24) semester units of course work in early childhood education/child development, including at least one (1) course in each of the following core areas:
- child/human growth and development
  - child, family and community, or child and family relations
  - programs/curriculum
- B. Completion of sixteen (16) semester units in general education [i.e., must include one (1) course in each of the four (4) general education categories required: English, math or science, social science, and humanities].

**Minimum Qualifications (continued)**

- C. Completion of six (6) additional semester units in an area of specialization which may include but is not limited to the following:
  - 1. Infant and toddler care
  - 2. Bilingual and bicultural development
  - 3. Children with exceptional needs
  - 4. Preschool programming
  - 5. Parent/teacher relations
  - 6. Child health
  - 7. Specific areas of developmentally appropriate curriculum
  
- D. Completion of two (2) semester units of adult supervision course work.
  
- E. Completion of three hundred fifty (350) days of experience in an instructional capacity in a child care and development program, working at least three (3) hours per day within the last four (4) years. Experience may include paid and/or volunteer work.

**Option 2** (All of A, B and C below)

- A. Completion of a baccalaureate degree or higher with:
  - 1. Twelve (12) or more semester units of early childhood education or child development course work.
  
  - 2. A three (3) unit supervised field experience in an early childhood education setting.

**Option 3**

Completion of equivalent training approved by the California Commission on Teacher Credentialing. Equivalent training may include traditional course work taken through a regionally accredited institution of higher education and Commission-approved non-college based training.

**Experience Requirements**

Completion of three hundred fifty (350) days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. (Experience requirement will be deemed to have been met if employee possesses the Child Development Master Teacher Permit based on completion of Option 1.)

## **Special Requirements**

- Maintain satisfactory level of progress toward the Professional Development requirement for Permit renewal as required by the California Commission on Teacher Credentialing.
- Completion of pediatric CPR and first aid training through an accredited or approved program.
- Possession of a current pediatric CPR and first aid certificate.
- Satisfactory completion of a pre-employment physical assessment.
- Satisfactory completion of pre-employment drug testing.
- Must supply fingerprints for a criminal record check.

## **Essential Functions**

1. Incorporate codes of professional ethics in educational practices and issues.
  2. Pursue involvement in activities of a professional organization.
  3. Promote advocacy for children and families.
  4. Develop and maintain an appropriate environment both inside and outside the classroom.
  5. Supervise and directly interact with children in a warm and positive manner.
  6. Develop and provide developmentally and culturally appropriate activities.
  7. Develop and implement conflict management and problem solving strategies with children.
1. Provide program orientation to volunteers and to laboratory students with the cooperation of college instructional staff.
  2. Follow Center policies and procedures for health and safety.
  3. Develop and implement emergency procedures as required.
  4. Provide information to aides and parents on health, safety and transportation policies.

Essential Functions (continued)

5. Maintain a safe and healthy indoor and outdoor environment.
6. Inspect and report replacement/repair needs to insure that the Center is maintained in good repair.
7. Monitor to ensure that outdoor play areas are secure and that children cannot leave nor gain access.
8. Present a positive view of the Center to the community.
9. Communicate positively and actively develop reciprocal relationships with parents.
10. Identify special needs of children and/or families.
11. Assist in involving parents in classroom and Center activities; invite and encourage family participation in children's activities.
12. Develop and assist in facilitating parent programs and events.
13. Provide information about community resources to parents, staff and laboratory students.
14. Conduct family conferences to review and revise expectations and special requests.
15. Facilitate program organization.
16. Maintain appropriate records.
17. Participate in evaluation and supervision activities.

**Other Related Functions**

1. Communicate clearly and concisely, both orally and in writing.
2. Establish and maintain cooperative-working relationships with those contacted in the course of work.
3. Supervise instructional students and/or child day care center assistants assigned to the center.

Other Related Functions (continued)

4. Complete all assigned paperwork and necessary forms and reports in a timely manner.
5. Attend in-service training and staff meetings.
6. Perform necessary cleaning and maintenance as required to ensure a safe and orderly environment.
7. Perform other related duties as assigned.

**Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above =4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
2	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
2	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
3	Ability to lift 50 pounds.
3	Ability to carry 50 pounds.
2	Ability to operate office equipment.
4	Ability to bend and twist, stoop, kneel, run, and crawl.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Representative Signature)

\_\_\_\_\_  
(Date)

Note: This job description incorporates information from California Commission on Teacher Credentialing permit regulations and "COMPETENCIES for the Various Levels of the Child Development Permit" as required by the California Commission on Teacher Credentialing.

**Kern Community College District  
CHILD DEVELOPMENT SITE SUPERVISOR  
POSITION DESCRIPTION**

**General Responsibilities**

Under general direction, to supervise a child care and development program operating at a single site; to provide quality service in the care, development, and instruction of children ages three (3) months to fourteen (14) years in a child care and development program; to serve as a coordinator of curriculum and staff development in a child care and development program; to promote and implement the philosophies of the college child development program; and to provide leadership for center staff, families, and students.

**Minimum Qualifications**

Possession of, or eligibility to obtain and application pending for, a Child Development Site Supervisor Permit issued by the California Commission on Teacher Credentialing as delineated in Title 5.

**Special Requirements**

- Maintain satisfactory level of progress toward the Professional Development requirement for Permit renewal as required by the California Commission on Teacher Credentialing.
- Completion of pediatric CPR and first aid training through an accredited or approved program.
- Possession of a current pediatric CPR and first aid certificate.
- Satisfactory completion of a pre-employment physical assessment.
- Satisfactory completion of pre-employment drug testing.
- Clear criminal record check including fingerprints.

## Essential Functions

1. Follow the Center personnel policies by working cooperatively with other staff members, providing supervision, and helping promote a positive atmosphere in the Center.
2. Participate in professional growth activities.
3. Incorporate codes of professional ethics in educational practices and issues.
4. Pursue involvement in activities of a professional organization.
5. Promote advocacy for children and families.
6. Develop and maintain an appropriate environment both inside and outside the classroom.
7. Supervise and directly interact with children in a warm and positive manner.
8. Develop and provide developmentally and culturally appropriate activities.
9. Develop and implement conflict management and problem solving strategies with children.
10. Provide program orientation to volunteers and to laboratory students with the cooperation of college instructional staff.
11. Facilitates the implementation of the food service program according to established nutritional and food handling guidelines and within the policies and procedures of the college food preparation unit.
12. Follow universal health precautions; ensure the development and/or implementation of policies and procedures dealing with blood or bodily fluid spills.
13. Evaluate and implement Center policies and procedures for health and safety.
14. Develop and implement emergency procedures as required.

Essential Functions (continued)

15. Provide information program staff, administrators, volunteers, and families on health, safety, and transportation policies.
16. Maintain a safe and healthy indoor and outdoor environment.
17. Present a positive view of the Center to the community; conduct intake interviews with families prior to a child's participation.
18. Communicate positively and actively develop reciprocal relationships with families.
19. Identify special needs of children and/or families.
20. Assist in involving families in classroom and Center activities; invite and encourage family participation in children's activities.
21. Develop and assist in facilitating parent programs and events.
22. Provide information about community resources to families, staff, and laboratory students.
23. Conduct family conferences to review and revise expectations and special requests.
24. Facilitate program organization.
25. Maintain appropriate records.
26. Participate in evaluation and supervision activities.

**Other Related Functions**

1. Communicate clearly and concisely, both orally and in writing.
2. Establish and maintain cooperative working relationships with those contacted in the course of work.
3. Supervise and coordinate all program staff.
4. Complete all assigned paperwork and necessary forms and reports in a timely manner.

Other Related Functions (continued)

5. Work with Program Director on the scheduling of staff members, students, and volunteers.
6. Perform necessary cleaning and maintenance as required to ensure a safe and orderly environment.
7. Perform other related duties as assigned.
8. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Child Development Site Supervisor.

**Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1  
Occasional—25-50 percent = 2

Often—51-75 percent = 3  
Very Frequent—76 percent and above =4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
3	Ability to lift 50 pounds.
3	Ability to carry 50 pounds.
4	Ability to operate office equipment.
3	Ability to bend, and twist, stoop, kneel, run, and crawl.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Representative Signature)

\_\_\_\_\_  
(Date)

Note: This job description incorporates information from California Commission on Teacher Credentialing permit regulations and "COMPETENCIES for the Various Levels of the Child Development Permit" as required by the California Commission on Teacher Credentialing.

Approved by the Chancellor's Cabinet  
November 16, 2004

**APPENDIX 8F1A1**

Kern Community College District  
215 days, 8 hours per day

Child Development Center Salary Schedule  
Effective April 1, 2004

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Associate Teacher	Hourly \$21,072.00	\$12.92 \$22,222.40	\$13.24 \$22,722.80	\$13.57 \$23,240.40	\$13.91 \$23,772.20	\$14.26 \$24,327.20	\$14.61 \$25,128.20	\$14.98 \$25,765.60	\$15.35 \$26,402.00	\$15.74 \$27,072.80	\$16.13 \$27,743.60	\$16.53 \$28,431.60
Teacher	Hourly \$24,399.50	\$14.18 \$24,991.00	\$14.53 \$25,610.80	\$14.88 \$26,247.20	\$15.26 \$26,918.00	\$15.65 \$27,598.50	\$16.04 \$28,278.80	\$16.44 \$28,982.00	\$16.85 \$29,704.40	\$17.27 \$30,444.00	\$17.70 \$31,218.00	\$18.15 \$31,992.00
Master Teacher	Hourly \$29,593.90	\$14.88 \$29,247.20	\$16.26 \$29,900.80	\$16.64 \$30,571.60	\$17.03 \$31,259.60	\$17.43 \$31,994.80	\$17.84 \$32,687.20	\$18.26 \$33,428.80	\$18.69 \$34,103.60	\$19.13 \$34,716.00	\$19.58 \$35,406.00	\$20.05 \$36,391.20
Site Supervisor	Hourly \$31,483.20	\$18.51 \$32,257.20	\$18.78 \$33,073.80	\$19.23 \$33,907.20	\$19.71 \$34,761.20	\$20.21 \$35,621.20	\$20.71 \$36,551.60	\$21.23 \$37,427.20	\$21.76 \$38,373.20	\$22.31 \$39,319.20	\$22.88 \$40,299.60	\$23.43 \$41,314.40

Board Approved: July 11, 2002

Non-contrast, hourly, and/or substitute employees shall be paid at the hourly rate based on Step One (1) of the substitute employee's assigned job title.

9/25/2005

Approved by Chancellor's Cabinet  
November 16, 2004

**SALARY PLACEMENT REQUIREMENTS**

**Associate Teacher**

Minimum Qualification: Possession of or eligibility to obtain a Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing.  
Step Placement: Maximum placement is Step 3.

**Teacher**

Minimum Qualification: Possession of or eligibility to obtain a Child Development Teacher Permit issued by the California Commission on Teacher Credentialing.  
Step Placement: Maximum placement is Step 3.

**Master Teacher**

Minimum Qualification: Possession of or eligibility to obtain a Child Development Master Teacher Permit issued by the California Commission on Teacher Credentialing.  
Step Placement: Maximum placement is Step 5.

**Site Supervisor**

Minimum Qualification: Possession of or eligibility to obtain a Child Development Site Supervisor Permit issued by the California Commission on Teacher Credentialing.  
Step Placement: Maximum placement is Step 5.

**Placement Procedures**

1. Qualifying experience shall be verified with previous employers.
2. Qualifying experience shall be equated to a full-time position as Associate Teacher, Teacher, Master Teacher or Site Supervisor.
3. Qualifying experience in a position as Associate Teacher, Teacher, Master Teacher or Site Supervisor for at least 130 eight-hour days shall equal one year for step placement.
4. Qualifying experience must be in a paid status.
5. Qualifying experience must be attained while holding the appropriate Permit.
6. Qualifying experience must be attained in the seven-year period immediately preceding the employee's date of hire.