

**Side Letter of Agreement 2013-14.15**  
**Cabrillo Community College District (District)**  
**and the**  
**Cabrillo College Federation of Teachers (CCFT)**

Cabrillo College Children's Center

For 2014-15, the District and CCFT agree to the following:

- The District will hire a part-time administrator, 80% (180-day work year) Director for the Cabrillo College Children's Center. Under the direction of the Dean of the Human Arts and Social Sciences (HASS) Division, and in collaboration with the ECE Department, the Director will direct Cabrillo's Campus Child Care Center, serve as the college representative for the programs and provide budget direction, policy implementation, and leadership.

Examples of duties include:

1. Directs and coordinates all aspects of the Campus Child Care Center demonstration lab, including planning, administration, admissions and referrals, facilities maintenance, and maintenance of confidential records and regulatory compliance.
2. Supervises, evaluates, and provides staff development and leadership to assigned academic and classified employees, student interns and volunteers in the Campus Child Care Center demonstration lab.
3. In collaboration with ECE faculty, implements procedures and activities that enable the Children's Center employees to maintain environments and curriculum that are warm, interactive, intellectually stimulating, physically challenging, and emotionally secure, based on the specific needs of individual children and families' including language and cultural values; supports educational partnerships with families that reflect and support the ECE instructional program.
4. Develops culturally appropriate support procedures and activities for families of enrolled children, which may include home visits, handbooks, outreach, intake, orientation, parent education, parent volunteer programs, and referrals.
5. Develops admission policies, staff development activities, classroom practices and procedures in consultation with ECE faculty and college administrators.
6. Ensures that the program meets the State Department of Social Services licensing regulations, the funding requirements of the California Department of Education, the accreditation standards of the National Association for the Education of Young Children, and other legal requirements pertaining to health and safety standards, food and nutrition, and emergency procedures.
7. Interprets and performs assignment in compliance with pertaining College, federal, state, local laws and contractual regulations.
8. Develops and administers the annual operating budget in consultation with the HASS Division Dean and the ECE department faculty.
9. Chairs the Children's Center Advisory Committee for annual policy review and program development.
10. Coordinates with external and internal agencies and systems.
11. Prepares a variety of reports and correspondence appropriate to assignment.
12. Chairs or serves on various college committees and coordinates with community organizations and agencies.

13. Performs related duties as required or assigned.

- The District will hire a one year temporary contract Children’s Center teacher to fill the vacant faculty position in the Children's Center.
- The three full-time (100%) Children’s Center Teachers who support the Infant, Toddler, and Preschool childcare classrooms will work a 180-day work year.
- Continuation of this structure is dependent on receiving adequate funding. The District will not receive confirmation about the availability of several private and state funding sources until later in the year.
- If the resources needed to fund this plan do not materialize, resulting in a budget shortfall, the Children’s Center, in conjunction with the District, will implement a reduction plan since the District will not backfill for the shortfall.
- This is a one-year agreement for 2014-15 only and will need to be renegotiated for 2015-16.

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Date

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Date

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For Cabrillo Community College District

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For Cabrillo College Federation of Teachers  
(CCFT)