



Rancho Santiago Community College District District Services Administrative Unit Review

Child Development Services

2013-2015

I. Department Mission Statement: (Please provide a mission statement for your unit.)

The Mission of RSCCD Child Development Services is to support and promote the district's commitment to student success by providing access to vital, comprehensive, and quality early education programs and services, which reflect and address the needs of the multi-faceted community. To fulfill our Mission, Early Childhood professionals of RSCCD Child Development Centers are dedicated to:

1. Providing essential support that assists students in accomplishing their educational goals.
2. Enriching the lives of children and families by providing quality early care and education that: enhances the child's growth and development; maintains a safe and positive environment that promotes critical and independent thinking, creativity, and respectful relationships.
3. Providing effective laboratory experiences for students in the Human Services field that: demonstrate a professional level of interaction of theory and practice; offers opportunities to develop the competencies and skills for professional conduct in their work with children.
4. Strengthen parenting skills through modeling paren involvement and parenting education.

II. Functions and services: (Please provide the basic functions and services for your unit.)

CDS operates four childcare centers at District facilities (SAC, SCC, CEC, and SAC-E) through the administration of several funding sources, including fee for service, California State Preschool, California General Childcare, Early Head Start, CCAMPIS, and the Orange County Children and Families Commission. The childcare centers also function as lab schools for students studying human development and nursing.

III. Customers and recipients of services: (Who are the customers/recipients of your services?)

CDS has a variety of customers both internal and external:

- Children and Families
- Students
- Community Organizations and Agencies
- Faculty and District Personnel
- Fundors: CDE, EHS

IV. Staffing: (Please summarize the status of your staffing since the last planning cycle and concerns.)

CDS is currently fully staffed. However, job descriptions need to be updated to reflect the positions more accurately.

V. Budgets: (Please summarize the status of your department budget and concerns)

The closure of the Orange Educational Center has significantly impacted CDS's budget. CDS has been unable to meet the Average Daily Attendance numbers needed to receive full apportionment. The full impact to the budget will not be known until closer to the end of the school year due to the implementation of mitigation measures. CDS has opened twilight classes and remained open during inter-sessions and breaks to recoup funding.

VI. Department Assessment: *(Please provide internal assessment of your department (by all unit staff) and external assessment (from data provided by the District Services Satisfaction Survey, as well as other sources that your department would like to use). What recommendations would you like to bring to the District's attention?)*

Internal Assessment:

CDS developed a comprehensive strategic plan to outline a collective clear path for the department. The strategic plan process included input from all CDS staff (classroom staff, clerical staff, home visitors, and center directors), community partners, and recent audit findings. The strategic plan findings are listed (and how they will be addressed) in the work plan section.

External Assessment:

The CDS strategic plan is a hybrid of external and internal assessment of the department. The findings of the District Services Satisfaction Survey were consistent with the items being addressed in the strategic plan.

Recommendations:

No recommendations at this time.

VII. Work Plan: (As a result of the assessment process, what initiatives does your department want to address in 2013-2015? Please identify which RSCCD goal(s) and strategic plan objective(s) it addresses. What resources do you need to achieve these goals, and how will you know you have achieved it?)

Service Initiative Goals your department would like to address (include RSCCD goal(s) # and strategic plan objective(s) # being addressed)	Unit Outcome (The client) will (intended outcome) as a result of (function or action)	Criteria for Success How will you know you've achieved your goal?	Resource Needs What resources (personnel, technology, fiscal) do you need to achieve your goal?	Results After two years, how well did you achieve your goal(s)?
(RSCCD goal# 1) Child Development Services' Organizational Structure Goal: Build a substantial structure to support the ongoing implementation of quality 0-5 programs.	Become actively involved in the Early Childhood Education community at the city, county, state, and federal levels for pertinent planning information. Seek opportunities for funding, programs, resources, and locations. Develop a structure through planning to address current trends and opportunities within the Early Childhood Education field. Establish substantive opportunities within the department for leadership growth and learning opportunities.	Become a member of at least two additional early childhood professional organizations. Obtain at least one new funding source, program, resource, and or location. On-going adjustments to department to address changes and opportunities. Establish a staff development plan, which addresses leadership growth and learning opportunities for staff.	Fiscal resources for association fees. Resource Development Department support. Possible fiscal and personnel resources. Fiscal and personnel resources.	
(RSCCD goal#1) Child Development Services' Workforce Development Goal: Develop succession plans and organizational projections based on projected growth goals.				

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<p>(RSCCD #1) Child Development Services' Communication Goal: Create an overarching system in which staff, families, and community partners are aware of RSCCD current programs and strategies, benchmark goals, opportunities and plans for future growth.</p> <p>(RSCCD goals #1 & # 5) Child Development Services' Research and Evaluation Goal: Promote rigorous evaluation based approaches to teaching and learning in all facets of program operation.</p>	<p>Develop a comprehensive external communication plan with staff input, which includes social media, marketing strategies, email newsletters, updated "living" website and community engagement forums.</p> <p>Enhance open, transparent, two-way staff communication through the use of newsletters, email, and more active reflective meetings.</p> <p>Implement more data driven decisions at all levels of programming (child, group, classroom, center, and program).</p> <p>Publish yearly report at the end of the year as part of the requirements for the self-study.</p>	<p>Establish communication plan that addresses social media, marketing strategies, newsletters, website and community engagement forums.</p> <p>Publish at least one newsletter quarterly and monthly individual reflective meetings with CDS Administration team.</p> <p>Update planning protocol to include data as a basis for decisions at all levels of programming.</p> <p>Publish and distribute yearly CDS report to stakeholders with children's outcomes.</p>	<p>Public Affairs and Publications Department, and Information Technology Department support. In addition to fiscal, technology, and personnel resources.</p> <p>Public Affairs and Publications Department support and personnel resources.</p> <p>Personnel resources.</p> <p>Public Affairs and Publications Department support and personnel resources.</p>	

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<p>(RSCCD goal #1) Child Development Services' Professional Development Goal: Promote ECE knowledge, competencies and pedagogy through training plans that provide ongoing training with depth and intentionality to increase knowledge and enhance program quality.</p>	<p>Develop orientation binder for all staff members that include policies, procedures, and practices.</p> <p>Develop comprehensive staff training plan that addresses strengths and needs of the program.</p> <p>Align and uniform all standards to the highest practice.</p> <p>Adopt High Scope Curriculum and offer comprehensive training.</p>	<p>Establish and implement an orientation process that includes a comprehensive orientation binder.</p> <p>Create and implement a staff development plan that includes training.</p> <p>Staffing and curriculum practices will be standardized at all the CDS centers by 2015.</p> <p>Offer two opportunities for High Scope Curriculum trainings for classroom staff (Spring and Summer 2014). Implement the new curriculum at all CDS centers during the 2014-15 school year.</p>	<p>Personnel and fiscal resources.</p> <p>Personnel and fiscal resources.</p> <p>Personnel and fiscal resources.</p> <p>Personnel and fiscal resources.</p>	

**Rancho Santiago Community College District
EDUCATIONAL SERVICES
DISTRICT CHILD DEVELOPMENT SERVICES**

**Executive Director Child
Development Services
JANNETH LINNELL**

Administrative Secretary
LAURENE LUGO/BII

Accountant
CHERIE ERICSON

Santa Ana College
Early Childhood Education Center

Director I
ENRIQUETA ISAIS
Director I
ZEFERINA GONZALEZ

Master Teacher
KEO SALINAS DAISY CASTANEDA
JUANITA ESCALERA AMBER SPRINGFIELD
ANA FREGOSO MARGARET HUMPHREYS
SHARLA OYENOKI LUZ CORDOBA
SANDRA SHINN COLLEEN MANGALI
IMELDA INIQUEZ LYN RACCA
JUANA ESCALERA MARY CAHILL
PAZ JORQUERA

Teacher
TERESA NICHOLS SUSAN WAUGH
VACANT CRISTINA LEMUS VALLEJO

Administrative Clerk
VERONICA MC ADAM/BII ISABEL MATA/BII

CDC Cook/Nutrition Specialist
FAUSTA PONCE .75 FTE/12 MO.
RAFAEL GAYTAN .75 FTE/12 MO

Food Service Aid
VACANT (REORG 790) 47.5%/ 11 mo
VACANT (REORG 790) 47.5%/ 11 mo

Custodian
JOSE GARCIA .475 FTE 12 MO
NALLELY TAMAYO FRIAS .475 FTE 12 MO
GRACIELA CHAVEZ / FT

Santa Ana College
Centennial Child Development Center

Director I
MARIA CASTELLON

Master Teacher
YOLANDA GASCA
ARTEMISA PAZ-LUGO
ALISA DANIELS
MARIAN CAMSON

Teacher
VACANT

Associate Teacher
ELVIA PEREZ ZUNIGA

Administrative Clerk
LILIA GARCIA /BII.

CDC Cook/Nutrition Specialist .75 FTE
MARIA FABIOLA CARINO/12 MO

Food Service Aid 47.5% 11 Mo
VACANT (REORG 790)

Custodian
EMILIANO MEDINA .488 FTE 12 MO

SAC CDC EAST CAMPUS
Director I (reorg 725)
MARY O'NEILL

Master Teacher (3)
MARIA GUERRA
YOLANDA AGUILERA (CEC)
CAROL JOSEPH
ROSIE RUIZ

Teacher (3)
GUADALUPE SANDOVAL

Administrative Clerk
CLAUDIA LOZADA (BERNAL)/BII

CDC Cook/Nutrition Specialist ALEJANDRA
GARCIA .75 FTE/12 MO

Santiago Canyon College
Child Development Center

Director I
SUSAN WAHL

Master Teacher (4)
REBECCA FRASER
KATHLEEN MC CANN
LEAH MORSE
JACQUELINE KARTER
Teacher (4)

Administrative Clerk/BII.
ALEJANDRA FELICIANO

CDC Cook/Nutrition Specialist
KURT SIEBERT .475 FTE/12
MO. (Reorg 490 position
eliminated when incumbent
retires)

Custodian
GUADALUPE HERNANDEZ

Early Headstart
Director I - MY LE PHAM

EHS Coordinator/ FT
VACANT (Reorg 633)
VACANT (Reorg 633)

Assoc Dir II
JENNIFER PRUZNICK
CONNIE VAN (Reorg 725)

Master Teacher
ALICIA RAMIREZ
CATHERINE CANDELA
SANDRA SANTAMARIA
ISELA CERVANTES
MARYBEL ARREGUIN LOPEZ

Santiago Canyon College
Orange Education Center

Director I
MARY O'NEIL (SAC EAST)

Master Teacher (4)
CAROL JOSEPH (SAC EAST)
LYN RACCA (SAC)
ROSIE RUIZ (SAC EAST)

Teacher
VACANT (PEIRANO)
SUSAN WAUGH (SAC)

Administrative Clerk/BII.
CLAUDIA LOZADA (SAC EAST)

CDC Cook/Nutrition Specialist
ALEJANDRA GARCIA .75 FTE/12 MO
(SAC EAST)

Custodian
GRACIELA CHAVEZ (SAC)

Administrative Secretary
JACQUELINE VALADEZ

Administrative Clerk/BII
JESSICA AVALOS