

MEMORANDUM OF AGREEMENT
BETWEEN
EL CAMINO COMMUNITY COLLEGE DISTRICT
AND
EL CAMINO COLLEGE FEDERATION OF TEACHERS
LOCAL 1388, AFT, AFL-CIO

1. The District recognizes the Federation as exclusive representative of its Child Development Center Teachers. The description of that position is attached hereto.
2. The District and the Federation will execute a separate collective bargaining agreement for such Teachers.
3. Effective January 1, 1995, the salary scale for the Child Development Center Teachers will be increased in the amount of 3.25%, which increase is set forth on the attached salary scale. Child Development Center Teachers upon hire shall be placed on Step A of the Child Development Center Teachers Monthly Salary Schedule.
4. Pending the signing of the Child Development Center Teachers Agreement, the other terms and conditions of employment of such Teachers shall be governed by Board Policy 4530, which is attached.

EL CAMINO COLLEGE
FEDERATION OF TEACHERS
Local 1388, AFT, AFL-CIO

EL CAMINO COMMUNITY
COLLEGE DISTRICT

By: _____

By: _____

Dated: _____

Dated: _____

EL CAMINO COMMUNITY COLLEGE DISTRICT

CHILD DEVELOPMENT CENTER TEACHER

Under the direction of the Child Development Center (CDC) Director, the CDC Teacher develops and implements a comprehensive child development program that is responsive to the unique needs of the children and their families, promotes growth in all areas of development and supports feelings of competence, self-respect and internal control. In accomplishing the responsibilities of this position the CDC Teacher shall:

- * Assume primary responsibility for curriculum development and presentation during specific hours of the day.
- * Maintain the environment in a safe and sanitary manner.
- * Provide instruction and support to assigned college students.
- * Supervise aides on an on-going basis to facilitate their effectiveness and growth.
- * Attend and participate in regular staff meetings to assure a consistent high quality child development program.
- * Create a warm, responsive and caring environment for children and adults.
- * Maintain written records related to children and the environment as required.
- * Work as a member of a team to insure a high standard of quality throughout the CDC.
- * Assess children on a regular basis and use assessment data to develop individualized programs.

KNOWLEDGE REQUIRED

1. Knowledge of the principles and practices of Early Childhood Development.
2. Knowledge of child guidance techniques and classroom management.
3. Knowledge of inter-personal relations.
4. Skill using tact, patience and courtesy.

REQUIRED QUALIFICATIONS

1. Possess, or qualify and have applied for, a California Children's Center Instructional Permit.
2. Twenty-four (24) semester units of coursework in Early Childhood Education /Child Development.
3. Sixteen (16) semester units of coursework in General Education including at least one course in each of the following areas: Humanities, Social Sciences, Math and/or Science, and English.
4. Sensitivity to and understanding of the cultural and ethnic diversity of students in the program.
5. Valid CPR Certificate to be renewed as required (may be completed within 30 days of employment).

DESIRABLE QUALIFICATIONS

1. Associate of Arts/Associated of Science Degree or the equivalent desirable.
2. One year successful teaching experience desirable.

4/13/92

Rev. 3/94

Board approved: 3/21/94

APPENDIX B-1

EL CAMINO COMMUNITY COLLEGE DISTRICT

LEAD TEACHER – CHILD DEVELOPMENT CENTER

BASIC FUNCTION:

Under the direction of the Child Development Center (CDC) Director, the Lead CDC Teacher develops and implements a comprehensive child development program that is responsive to the unique needs of the children and their families, promotes growth in all areas of development, and supports feelings of competence, self-respect and internal control. The Lead Teacher plans, implements and maintains the physical environment indoors and outdoors; supervises the teaching team; works with college practicum students; and serves as acting Center Director in the absence of the Director. Position duties are fifty (50%) percent teaching related and fifty (50%) administrative support for the Center.

REPRESENTATIVE DUTIES:

The duties of Lead Teacher may include, but are not limited to, the following:

Provide instruction to children and serve as lead for other child development center teachers.

Coordinate staff schedules and act as a liaison between staff and Director by maintaining open communication between both parties.

Perform duties of Director in his/her absence.

Assist in planning and presentation of staff training, parent meetings, and staff meetings.

Assist in the process of selecting and hiring of the student assistants.

Assist with the ordering and/or purchasing of supplies and maintains a checklist of supplies.

Conduct parent orientations.

Inspect the center on a regular basis and arranges for any required maintenance.

Advise staff, parents and children on a wide variety of concerns.

Maintain written records related to children and the environment as required.

Work as a member of a team to insure a high standard of quality throughout the CDC.

Assess children on a regular basis, and uses assessment data to develop individualized programs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of Early Childhood Development.
Childhood guidance techniques and preschool curriculum.
Age-appropriate behaviors and expectations.
Oral and written communication skills.

ABILITY TO:

Communicate with and resolve issues from staff, parents, children, students and others.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Interact with others using tact, patience and courtesy.
Work independently with little direction.
Keep up with the latest research in Early Childhood Development and interpret best practices to staff members.
Train, motivate and evaluate student workers and volunteers.
Be sensitive to children from diverse backgrounds.

EDUCATION AND EXPERIENCE:

Requirements for this permit include completion of an Associate Arts degree or 60 units with 24 Early Childhood Education/Child Development units (including core courses), six semester units in the administration and supervision of Child Development programs, and two units of adult supervision. Experience includes 350 days of three or more hours per day within 4 years, including at least 100 days of supervising adults. Alternative requirements include the completion of a Bachelors' Degree or higher, or an Administrative Services credential, and twelve or more semester units in Early Childhood Education or Child Development course work plus three-unit supervised field experience in an early childhood education setting.

The Lead Teacher must be sensitive to and understand the cultural and ethnic diversity of students in the program.

Desirable qualifications:

Two years of successful teaching experience including one year of supervising adults within a campus setting. Computer literacy with proficiency in basic word processing and applications software is preferred.

LICENSES AND OTHER REQUIREMENTS:

Child Development Site Supervisor Permit
(Verification of application pending issuance of Permit by the State of California is acceptable.)
Valid California Driver's License

Valid CPR and First Aid (15 hour course) Certificates
(The CPR training needs to be renewed as required. May be completed within 30 days of employment).

WORKING CONDITIONS:

Lift and carry up to 35 lbs.
Use of personal computer with VDT screen
Hand, wrist and finger dexterity to operate various office machines
Interact with a diverse faculty, staff, students and parents
May sit or stand for extended periods of time
Move from one work area to another
Hearing and speaking to exchange information
Be able to visually monitor children

Board Approved: October 12, 1992
Board Revised: May 20, 2002
Salary Schedule in Federation Agreement

Responsibilities for Mentoring Students

1. Supervise student for 3.5 hours, 1 day per week, per person, per semester.
2. Observe and record student's interaction and presentation of weekly curriculum area.
3. Meeting with the student during a scheduled time each day to review and evaluate the day's experience and give suggestions for future curriculum plans.
4. Prepare and review both a midterm and final evaluation on a one-on-one basis with the mentored student.
5. Meet and/or discuss progress of student with campus instructors.

EL CAMINO COMMUNITY COLLEGE DISTRICT
MONTHLY AND HOURLY SALARY SCHEDULE FOR
CHILD DEVELOPMENT CENTER TEACHERS

Effective January 1, 2002

		<u>STEPS</u>				
<u>CLASS</u>	<u>EDUCUCATION</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	No Degree	1,814 11.338	1,868 11.675	1,924 12.025	1,981 12.381	2,041 12.756
2.	AA	2,167 13.544	2,231 13.944	2,299 14.369	2,367 14.794	2,439 15.244
3.	BA	2,520 15.750	2,596 16.225	2,674 16.713	2,754 17.213	2,836 17.725
4.	BA+24	2,875 17.969	2,961 18.506	3,053 19.081	3,144 19.650	3,239 20.244

The Lead Child Development Center Teacher will be paid \$193 a month stipend in addition to the appropriate salary on the Child Development Center Teacher Monthly Salary Schedule.

Board Approved: January 22, 2002

EL CAMINO COMMUNITY COLLEGE DISTRICT
MONTHLY AND HOURLY SALARY SCHEDULE FOR
CHILD DEVELOPMENT CENTER TEACHERS

Effective January 1, 2003

<u>CLASS</u>	<u>EDUC.</u>	<u>STEPS</u>				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	No Degree	1,875 11.713	1,930 12.061	1,988 12.423	2,047 12.791	2,109 13.178
2.	AA	2,239 13.992	2,305 14.406	2,376 14.845	2,446 15.284	2,520 15.749
3.	BA	2,604 16.271	2,682 16.762	2,763 17.266	2,846 17.783	2,930 18.312
4.	BA+24	2,971 18.564	3,060 19.119	3,155 19.713	3,249 20.300	3,347 20.914

The Lead Child Development Center Teacher will be paid \$200 a month stipend in addition to the appropriate salary on the Child Development Center Teacher Monthly Salary Schedule.

Board Approved: December 9, 2002

EL CAMINO COMMUNITY COLLEGE DISTRICT
ANNUAL AND HOURLY SALARY SCHEDULE FOR
CHILD DEVELOPMENT CENTER TEACHERS

Effective July 1, 2003

<u>CLASS</u>	<u>EDUC.</u>	<u>STEPS</u>				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	No Degree	24,363 11.713	25,087 12.061	25,840 12.423	26,605 12.791	27,410 13.178
2.	AA	29,103 13.992	29,964 14.406	30,877 14.845	31,791 15.284	32,758 15.749
3.	BA	33,844 16.271	34,865 16.762	35,913 17.266	36,988 17.783	38,089 18.312
4.	BA+24	38,613 18.564	39,767 19.119	41,003 19.713	42,224 20.300	43,501 20.914

The Lead Child Development Center Teacher will be paid \$200 a month stipend in addition to the appropriate salary on the Child Development Center Teacher Monthly Salary Schedule.

Board Approved: December 9, 2002

**COMPUTATION OF “ADJUSTED COLA” AND COLA PLUS GROWTH
FORMULA**

	<u>ADJUSTED COLA</u>	<u>COMPUTATION IN FALL 2001 FOR JAN 1, 2002</u>
1)	<u>COLA:</u> Governor’s COLA (COLA in the adopted budget)	3.87%
2)	<u>Increased Costs of Benefits:</u> Calculate costs of fringe benefit increases (medical, dental, vision and life) District-wide	\$583,378 <i>(11/16/01 report)</i>
3)	<u>COLA Applied to Previous Year’s Costs:</u> Apply Governor’s COLA to total cost of benefits from previous year (3.87% x \$4,937,169)	\$191,068 <i>(11/16/01 report)</i>
4)	Increase in District contribution to PT medical benefit fund	\$20,000 <i>(Article 17, Section 12 (d))</i>
5)	District over estimate of 00/01 increased costs <i>(comparison of 9/22/00 and 7/11/01 reports; Article 25, Section 6(c))</i>	\$16,954
6)	<u>Increased Cost Minus COLA, PT contribution and over estimate:</u> Subtract: Benefit increase paid for by COLA (#3 above) and other increases (#4 and #5) from benefit cost increases (#2 above) (583,378 – 191,068 + 20,000 – 16,954)	\$395,356 <i>(Article X, Section 2(a); Appendix N)</i>
7)	<u>Percentage of Compensation:</u> Convert the portion of the benefit increase <u>not</u> covered by Governor’s COLA to a percentage of the District’s cost of 1% of the total of all ECC employees’ compensation, as published in final budget. (395,356/616,108)	0.642%
8)	<u>Adjusted COLA:</u> Adjusted COLA = Governor’s COLA minus the fringe benefits increase not paid for by COLA. (3.87 - .642)	3.228%
9)	ECC 2000/2001 growth	0.151% <i>(Article X, Section 2(a))</i>
10)	Part time share of growth (15%)	0.023% <i>(Article X, Section 2(a(4)))</i>
11)	<u>Adjusted COLA + Growth – PT share:</u> (3.228 + 0.151 – 0.023)	3.356%

COMPUTATION OF "ADJUSTED COLA" AND COLA PLUS GROWTH FORMULA

	<u>ADJUSTED COLA</u>	<u>COMPUTATION IN FALL 2002 FOR JAN 1, 2003</u>
1)	<u>COLA:</u> Governor's COLA (COLA in the adopted budget)	2.00%
2)	<u>Increased Costs of Benefits:</u> Calculate costs of fringe benefit increases (medical, dental, vision and life) District-wide	\$1,041,446 <i>(11/1/02 report)</i>
3)	<u>COLA Applied to Previous Year's Costs:</u> Apply Governor's COLA to total cost of benefits from previous year (2.00% x \$5,623,105)	\$112,462 <i>(8/8/02 report)</i>
4)	<u>Increase in District contribution to PT medical benefit fund</u>	\$0.00 <i>(Article 17, Section 12 (d))</i>
5)	<u>District under estimate of 01/02 increased costs</u> <i>(comparison of 11/16/01 and 8/8/02 reports; Article 25, Section 6(c))</i>	\$61,957
6)	<u>Increased Cost Minus COLA, plus PT contribution and under estimate:</u> Subtract benefit increase paid for by COLA (#3 above) and add other increases (#4 and #5) to benefit cost increases (#2 above) (1,041,446 – 112,462 + 61,957)	\$990,941 <i>(Article X, Section 2(a); Appendix N)</i>
7)	<u>Percentage of Compensation:</u> Convert the portion of the benefit increase <u>not</u> covered by Governor's COLA to a percentage of the District's cost of 1% of the total of all ECC employees' compensation, as published in final budget. (990,941/680,857)	1.455%
8)	<u>Adjusted COLA:</u> Adjusted COLA = Governor's COLA minus the fringe benefits increase not paid for by COLA. (2.00 – 1.455)	0.545%
9)	ECC 2000/2001 growth Comparing data from Form 320 and Exhibit E between 11/01/01 and 11/01/02 <i>(Article X, Section 2(a))</i>	3.258%
10)	Part time share of growth (15%)	0.489% <i>(Article X, Section 2(a(4)))</i>
11)	<u>Adjusted COLA + Growth – PT share:</u> (0.545 + 3.258 – 0.489)	3.31%