



REPORT TO CITY COUNCIL

SUBJECT:

Approving Creation of Positions and Establishing Salary and Benefits for New Grant-Funded Positions to Operate the Academy of Excellence.

RECOMMENDATION:

Staff recommends the Parlier City Council approve the following Resolution:

1. **Resolution No. _____ – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER TO CREATE FIFTEEN NEW GRANT-FUNDED POSITIONS AND ESTABLISH SALARIES AND BENEFITS FOR THOSE POSITIONS**

BACKGROUND:

Since _____, the City of Parlier has been receiving grant funds to operate its children's center, the Academy of Excellence ("AOE"). Until January 11, 2017, when the City gave notice that it was terminating the agreement, the City had contracted with the Youth Centers of America to staff and operate the AOE. At its meeting on January 23, 2017, the City Council decided to bring the AOE inside the City administration and to operate it directly.

The decision to have the City administration operate the AOE means that the City must create 15 new positions within City government to maintain current AOE services. Those positions and their salary and benefits ranges are as follows:

- Center Director, Range 55 (\$57,619.13 - \$73,538.24)
- Administrative Assistant, Range 29 (\$30,321.19 - \$38,698.37)
- Teacher (3 positions), Range 31 (\$31,856.20 - \$40,657.48)
- Teachers' Aides (8 positions), Range 18 (\$23,109.14 - \$29,493.76)
- Cook, Range 24 (\$26,799.51 - \$34,203.72)
- Custodian, Range 18 (\$23,109.14 - \$29,493.76)

The job descriptions for each of these positions are attached to this report.

FISCAL IMPACT: Because the positions are grant-funded, there would be no fiscal impact at this time.

Prepared by:

Israel Lara, Jr.
City Manager

J:\wdocs\01909\031\RPT\00489470.DOCX

RESOLUTION NO. 2017-12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER TO
CREATE FIFTEEN NEW GRANT-FUNDED POSITIONS AND ESTABLISH
SALARIES AND BENEFITS FOR THOSE POSITIONS**

WHEREAS, the City Council of the City of Parlier seeks to bring the management of the grant-funded program, the Academy of Excellence (“AOE”), under the City’s direct supervision and operation;

WHEREAS, bringing the management of the AOE program into the City’s operation requires the creation of 15 new City positions to continue to provide the current level of services;

WHEREAS, the existing employees who operate and manage the AOE are qualified and experienced in the positions the City will need to create to operate the center; and

WHEREAS, the AOE is grant-funded and the creation of the 15 positions needed to operate the AOE will be paid through the grant funds;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Parlier as follows:

1. The following grant-funded City positions are created at the salary levels shown below for the purpose of operating the Academy of Excellence directly under City supervision and management:

- Center Director, Range 55 (\$57,619.13 - \$73,538.24)
- Administrative Assistant, Range 29 (\$30,321.19 - \$38,698.37)
- Teacher (3 positions), Range 31 (\$31,856.20 - \$40,657.48)
- Teachers’ Aide (8 positions), Range 18 (\$23,109.14 - \$29,493.76)
- Cook, Range 24 (\$26,799.51 - \$34,203.72)
- Custodian, Range 18 (\$23,109.14 - \$29,493.76)

2. The job descriptions attached as Exhibit “A” are hereby adopted as the job descriptions for the positions listed above.

3. The City Manager and staff are hereby authorized to implement this Resolution and to fill the positions as approved.

5. This Resolution shall be effective immediately upon its adoption.

///

///

///

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Parlier held on the 15th day of February 2017, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

APPROVED:

Alma Beltran, Mayor

ATTEST:

City Clerk/Deputy City Clerk

CENTER DIRECTOR

Job Description

Fundamental Objectives:

Under the Supervision of the Contracted advisor of the City of Parlier. The Director is responsible for the planning and implementation of a comprehensive educational program for the children in the assigned operational site. In compliance with the regulations and mandates of California Department of Education, Early Childhood Education Division. Is involved in all areas of the center operation and Responsibilities. Is required at to participate in Program planning and /or activities related to the overall center operations and objectives.

Major Duties and Responsibilities:

Facility Management-

1. Ensure facility is clean, sanitary and in proper working condition.
2. Inspect playground and equipment area daily.
3. Inspect classrooms on a daily basis.
4. Report and correct all deficiencies to appropriate channels.

Staff Management:

1. Ensure the proper child -adult ratio is maintained.
2. Ensure compliance with all State, Federal and licensing regulations and requirements.
3. Directs staff in specific areas
 - Staff Orientation
 - Conducts staff meetings weekly
 - Staff Evaluations

Education :

1. Participates in planning, implementation and

Evaluation of suitable developmentally appropriate educational experiences for center children

2. Monitors Children's and Family Files for completeness which includes observations, assessments and other informational materials.
3. Assists as needed in developing a positive physical, mental and emotional climate for children.

Health:

1. Monitors files for completed forms which include physical exams records, immunization Records, and emergency procedure cards.
2. Coordinates screenings and follow-up services.

Social Services:

1. Monitors Family Files for completed registration, enrollment forms, completed Family Needs Assessments and follow-up Concerns.

Parent Involvement:

1. Trains as they volunteer at the center as Classroom aides, cook assistants, and in other areas of the center.
2. Is responsible for the Parent Center Committee.
3. Using the Family Needs Assessment provides training and educational needs at the center.
4. Surveys parents for other interests and provides training in these areas.

Food Services:

1. Ensures the food service personnel properly prepare, transport, serve and clear meals in accordance with sanitary food service practices

1. Monitors food consumption and suggests menu changes as needed.

Custodians:

Directs custodial staff on a daily basis and correct health and safety issues which may occur in the facility.

Other Areas:

1. Ensures all staff is trained on emergency procedures and that the preparedness information is issued to parents.
2. Makes recommendation for replacement, purchase or repair of equipment.
3. Conducts job performance evaluations on staff as needed.
4. Attends staff and parent meetings and Other workshops as required.
5. Provides translation services as needed.
6. Plans and implements in-service training for staff.
7. Submits reports in a timely manner.
8. Other duties as assigned.

QUALIFICATIONS:

Experience:

- Four years teaching experience in a licensed child care center or preschool or similar program and meets one of the the standards below.

1. High school graduation or G.E.D. completion, with passing grades, of 15 semester or equivalent quarter units in sections (A) And (B) below at an accredited or approved college or

university; and at least four years of teaching experience in a licensed child care facility or comparable group child care program.

(A) Three of the 15 units required in section (1) will be in administration or staff relations.

(B) Twelve of the 15 units required in (1) above include courses that cover general areas of child growth and development, or human growth and development; child, family and community or child and family; and program/curriculum. OR

2. An associates of arts degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development; and at least two years of teaching experience in a licensed child care facility or comparable group child care program.

(A) Three semester or equivalent quarter units shall be in administration or staff relations.

OR

3. A bachelor's degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development; and at least one year of teaching experience in a licensed child facility or comparable group child care program.

(A) Three semester or equivalent quarter units n will be in administration or staff relations. OR

4. A Child Development Supervisory Permit or a Child Development Program Director Permit

issued by the California commission on
Teacher Credentialing.

Additional Requirements:

Must have current T.B. negative skin test, pre-employment medical examination and finger print clearance. Failure to meet medical examination and finger print clearance may result in termination or withdraw of job appointment. Pediatric C.P.R. and First Aid Certification will be required within 30 days of employment.

ADMINISTRATIVE ASSISTANT

Job Description

Reports To: Center Director

**Fundamental
Objectives:**

Under the supervision of the Center Director is responsible to see that all office related procedures are carried out in a proficient and professional manner. Assists in the enrollment of all children and families. Ensures confidentiality of information relating to the Parlier Academy of Excellence and its clients.

Responsibilities:

Maintaining of personnel files, registration of new Enrollees, Typing programs, Telephone response, Communication with center families, assists with all area of the child care facility as required. Will assist in the record keeping of all nutritional information in regards to child care food program. All duties as assigned.

Qualifications:

High School Diploma or G.E.D.
At least 18 years of age
Typing of 40 w. p. m.
Computer Experience
Excellent Communication Skills
Prior office experience
Knowledge of Word Perfect, Coral 8
and other commonly used computer programs.

**Additional
Qualifications:**

Must have a T.B. Skin test, pre-employment medical Examination, Finger Print Clearance. Pediatric First Aid and C.P.R. Certification will be required within 30 days of employment. Failure to meet obtain medical and finger print clearance may result in termination of job appointment.

Teacher Job Description

**Fundamental
Objectives:**

Responsible for the educational development of each child in the classroom in accordance with established curriculum and the Academy's philosophy.

Reports To:

Center Director

**Supervisory
Responsibilities:**

Teacher Assistant(s) and/or parent volunteers

**Duties and
Responsibilities:**

1. Serves as classroom teacher to facilitate child's growth in the areas of social, emotional, and cognitive development and cultural awareness by assessing each child's development and developing a program of study which meets the individual and specific needs of the child.
 - A) Preparation of an individual plan for each child based on assessment and observations.
 - B) Confering with each child's parents to discuss the child's growth and development
 - C) Ensuring the special needs of the children are being met appropriately. This includes active involvement in the implementation of goals set by parents and teachers.
2. Creates an inviting and stimulating learning environment in an appropriately clean, healthy and safe learning condition with regular parent input.
3. Directly supervises and evaluates the assigned teacher assistant (s) and / or parent volunteer.

4. Assists with the supervision of other teacher assistant(s) in regards to their classroom performance.
5. Trains the assigned Teacher Assistant and/or parent volunteers, allowing and encouraging participation in activity planning and program implementation with input from supervisor. Encourages Teacher Assistant(s) to learn and participate in all classroom, record keeping and planning procedures.
6. Post each Friday for the following week the weekly lesson plan in the designated area assigned. Lesson plan will include specific tasks and classroom assignments for the teacher assistant(s) to follow, as well as individual plans for the children.
7. Makes required home visits to each child's home at indicated periods during the year.
8. Prepares required records accurately and submits reports as required.
9. Maintains confidentiality of records and information regarding child care children and their families.
10. Attends all staff meetings and in-services as required.
11. Performs a variety of tasks as assigned.
12. Assists children with developing good nutritional habits by introducing children to family style serving, new foods and food experiences. Records daily attendance.
13. Completes all duties as assigned.

Qualifications:

A) High school Graduate and eighteen units in Child development or Early Childhood Education.

OR

B) Child's Center Permit

Both would require High School Diploma or GED, one year preschool experience in the classroom setting and (3) three units in Nursery School Administration.

Additional Requirements:

Must have current T.B. negative skin test, pre-employment medical examination and finger print clearance. Failure to meet medical examination and finger print clearance may result in termination or withdraw of job appointment. Pediatric C.P.R. and First Aide Certification will be required within 30 days of employment.

Teacher Aide Job Description

Fundamental
Objectives:

Assists Teacher in the implementation of a comprehensive educational program. Assists in classroom activities and parent involvement.

Reports To:

Teacher and / or Center Director

Responsibilities:

1. Assists Teacher in daily tasks such as classroom set-up, meals, Snacks, creating bulletin boards, cleaning and moving tables, lifting children and/or equipment as needed and duties assigned.
2. Assists in planning of the curriculum.
3. Provide a safe and healthy learning environment for childhood experiences.
4. Develop skills in methods of teaching, take responsibilities in child observations, evaluations and home visits.
5. Assists teacher with planning and implementation of Curriculum goals for children and active involvement in The classroom.
6. Complete all paperwork assigned by Teacher with Approval of the Center Director.

7. Maintain Confidentiality of all records or information pertaining to center families and their children.
8. Attends and participates in scheduled staff meeting.
9. Helps children to develop positive interpersonal relationship with their peers and adults.
10. Supervises and participates in indoor / outdoor Activities and field trips.
11. Assists in the development of good nutritional habits by introducing children to a variety of foods as well as family style serving.
12. Translates for parents, teachers and children.
13. Completes all duties as assigned.

Qualifications:

1. High School Diploma or GED
2. At least 18 years of age
3. Must have 6 units in Child Development and/or willing to enroll in courses related to the Child Development Field.

Additional Requirements:

Must have current T.B. Skin Test, pre-employment medical examination and fingerprint clearance.
Failure to meet medical and fingerprint clearance, May result in termination or withdraw of job appointment.
Pediatric C.P.R. and First Aid Certification will be required within 30 days of employment.

Cook - Job Description

Fundamental
Objectives:

Prepare well balanced snacks and ensure all meals delivered to the facility meet all nutritional guidelines and at appropriate temperature ranges for food consumption.

Reports To:

Center Director

Responsibilities:

1. Keep kitchen area clean and sanitary.
2. Prepare meals as required.
3. Keep on going record of all foods used.
4. Wash all dishes used in a timely manner.
5. Shops for facility groceries as needed.
6. Attends staff meetings.
7. Continues educational growth in the nutritional field.

Minimum
Qualifications:

Must be at least 18 years of age and able to lift 40 lbs. Poses Food Handlers Permit, Some form of cooking experience. Required to take Nutrition, Health and Safety and Sanitation courses. Ability to read and write in English.

Additional
Qualifications:

Must have T.B. skin test, pre-employment medical examination. Finger print clearance. Pediatric C.P.R. and First Aid Certification will be require within 30 days of employment. Failure to obtain medical and Finger print clearance may result in termination of job appointment.

CUSTODIAL Job Description

**Fundamental
Objectives:**

Maintain Center Facility in a clean and sanitary Manner. Ensure that all assigned areas are safe and Sanitary and are inviting to the community. Orders Janitorial supplies as needed and required.

Reports To:

Lead Teacher/ Director

Responsibilities:

1. Under the direction of the Director, responsible for the care and maintenance and custodial duties of the child care facility.
2. Perform daily cleaning, dusting vacuuming, mopping, sanitizing of rest rooms, emptying trash receptacles and stocking disposable paper items.
3. Perform maintenance duties such as replacing light bulbs, wax floors, clean blinds, yard maintenance, setting up, cleaning up and moving of equipment.
4. Other duties as assigned.
5. Attends staff meetings as required.

**Minimum
Qualifications:**

Must be 18 years of age, be able to lift at least 50 lbs. able to read English , understand simple instructions able to work well with others.

**Additional
Requirements:**

Must have T.B. skin test, pre-employment medical examination, finger print clearance. Finger print clearance will be done at the expense of Fresno Madera Dialysis Clinic. Pediatric C.P.R. and First Aid certification will be required within 30 days of employment.