After conducting a self-evaluation of the goals I established for the year 2018-2019, I was not only pleased with the results and accomplishments obtained after executing my work plan but I was satisfied to contribute to the implementation of the Vision and Mission of the program as well as the college.

Leadership and Engagement

- To educate parents and help them become familiar with the policies and procedures of the program in order to minimize any misunderstandings and to stay in compliance with the State, College and Licensing policies.

Outcome

- Several strategies were implemented in order to create a partnership with the parents and to minimize the amount of complaints and miscommunications with parents.
- A parent survey was conducted and an action plan was created to address the findings.
- Several bulletin boards were created to share information and resources with the parents utilizing the data from the parent surveys.
- The Family Handbook was revised and updated to strengthen the policies and regulations of the program.

Facilities and Technology

- To utilize the outlook calendar to stay organized with meetings, paper work deadlines and to communicate more effectively.
- Create a communication log to document and record the issues addressed with the staff in order to give feedback as needed.
Outcome

- By implementing and utilizing the Outlook calendar, I was able to support and help all the teachers stay in compliance with assessments, parent conferences and ASQ’s scoring.
- Ninety five percent of the documents required by the state were completed and submitted on time for State Reports. A few teachers created actions plans in order to be in compliance on all documentation and datelines.
- Files were created within the outlook to organize and document meetings with the staff in order to keep a record of conversations, meetings, teacher’s actions plans and goals.

Student Learning

- To support the teachers in the classroom by conducting a series of observations and classroom visits as well as allocating time for coaching and providing strategies for teachers to improve their teaching style. In addition, I will be monitoring closer the completion of assessment and other paper work related to their job.
- Provide trainings to all the Staff in order to improve the scores and areas suggested by The Quality Improvement Rating System Committee in order to offer high quality services for the children of Bakersfield College Students.

Outcome

- I was not able to start the observations for the classrooms since the new director of the program was not hired until April of 2019 which shortened the amount of time that was allocated for this purpose.
Leticia Cabrera-Mendoza  
Site Supervisor  
Child Development Center  
Accomplishments 2018-2019

- I was able to monitor very close the date lines for the children’s assessments, parent conferences and ASQ’s which resulted in ninety-five percent compliance on all the documents required by the state for children’s files
- Several trainings were planned to help the teachers improve their ECERS and CLASS scores during the QRIS assessment. Our score with the QRIS assessment went from 3 stars to 4 stars.

Professional growth Training

- Completed a 30 hour training on the Social and Emotional Teaching Pyramid
- Completed 21 hours of professional growth hours with the Kern Chapter Association
- Completed a 3-hour training for the new DRDP online system