12 Month Work Plan

July 1, 2016-June 30, 2016

Marina Mancera

Child Development Center

Student Learning:

- Enroll college students into the child development center to support their education by providing quality care for their child.
- Provide a quality lab site for college students in the field of child development and nursing.
- Provide health and social service handouts and/or information to parents to help support their needs.

Facilities:

- Maintain a safe and healthy environment by conducting daily inspections and placing work orders for items that need to be replaced or repaired.
- Provide a safe and healthy environment for children to help contribute to the well-being and success of the parents here on campus.

Leadership and Engagement:

- Attended the Frisk Training and implemented the information immediately to improve the quality of documentation needed to support manager-employees meetings while discussing issues about performance.
- Develop and implement strategies to successfully complete DRDP’s on a timely manner.
- Organize and support PAC meetings.
- Plan and present trainings for staff during call back days.
- Implement and develop strategies to ensure accurate record keeping for the Child and Adult Care Food Program.
- Assure that food orders get placed on time.
- Serve on hiring committees
- Attend meetings throughout the community to stay up to date with child development policies, procedures, and regulations.
- Attend weekly meetings with Program Manager.
- Attend monthly managers meeting.
- Supervise job placement students on a daily basis.
Personal Accomplishments:

- Attained over 25 hours of professional growth.
- Voted into the Kern AEYC association committee as the secretary for the next two years.
- Reviewed and enhanced the food program by implementing new strategies of managing food costs which was more effective and therefore contributed to a successful CACFP food audit.
- Organized and implemented Scholastic Book Fairs which help raised points towards free books and materials to enhance the classroom environments.
- Received a 4 star classroom rating and a 3 star center rating from the Kern Early Stars/QRIS rating program.
- Organized and implemented a successful fundraiser during the Bakersfield College Garden Festival.

Goals:

- Develop and plan strategies to implement CLASS in all the classrooms in order to improve the quality of Lab student learning experience and to empower them by providing the necessary skills to succeed as Early Childhood Educators.
- Revise the structure of PAC meetings to reflect the needs of the diversity of the parents in our center and focus on developing strategies that will encourage participation and input from parents.
- Support the parents and children’s health and well-being by creating an email directory where parents can receive a monthly newsletter and resources.
- To become more aware of the services available on campus to support the student’s needs at Bakersfield College.
- Take on a more active role with the new partnership by obtaining knowledge of the different policies and guidelines between the Bakersfield College Child Development Center and Head Start.