Marina Mancera  
Child Development Center Site Supervisor  
2018-2019 Accomplishments

**Student Learning:**

- 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.
  - Implemented an orientation for all lab students at the beginning of each semester so that they were given the opportunity to be introduced to their mentor teachers and to be advised as to the classroom expectations. They were also given the opportunity to ask questions and visit the Child Development Center.
  - Posted handouts and/or information for students/parents throughout the classrooms and the main office building to help support their needs.

**Student Progression and Completion:**

- Create a college news board in each classroom to provide information to students.
- Help enroll college students into the child development center to support their education by providing quality care for their child.
  - College news boards were created in all classrooms, so that parents/students were provided with up to date information with college news.
  - Flyers were passed out during school events to promote the Child Development Center and to provide enrollment information.

**Facilities and Technology:**

- 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.
- Provide leadership for the CDC staff to become familiar and aware of the Outdoor Classroom Project.
  - A daily safety indoor and outdoor check off list was implemented as part of the daily routine in the classrooms.
  - Attended the Outdoor Classroom Training Project and provided staff with information attained so that they become familiar and aware of the goals and expectations for the Outdoor Classroom Project.
Leadership and Engagement:

- Attend at least 21 hours of child development and administrative trainings to maintain Site Supervisor Permit.
- Continue to serve as Secretary for the Kern AEYC committee.
- Organize and support PAC meetings.
- 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 Director.
- Attend monthly manager’s meeting.
  - Attended at least 21 hours of professional growth in the field of child development to maintain and renew my Site Supervisor Permit.
  - Re-elected as Secretary for the Kern AEYC committee.
  - Served on hiring committees.
  - Completed 30 hours in a series of workshops pertaining to challenging behaviors and addressing problematic behaviors called “The Teaching Pyramid-Preschool Modules”.
  - Attended monthly manager’s meetings with other college managers to stay abreast with the center’s policies and procedures.