

Position Title

Education and Human Development Coordinator – Enhanced Responsibilities

Campus-Wide or Department/Program Position?

Department/Program position

Is this a grant-funded position?

Partially grant-funded. Previously, this was fully funded by Fund 1 (.2 FTE).

Proposed funding Sources:

- 0.1 FTE each semester from General Funds (Fund 1)
 - 0.1 FTE each semester from Strong Workforce Program (SWP) funds
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Is this a New, Renewal, or Revision Application?

Renewal

What revisions do you need to request for your current position?

This revision requests 0.4 FTE annually (0.2 FTE per semester, equivalent to 120 hours each semester), with 0.1 FTE each semester funded by General Funds (Fund 1) and 0.1 FTE each semester funded by Strong Workforce Program (SWP) funds. The enhanced Education and Human Development Coordinator role will integrate four critical new components: mentorship for two new tenure-track faculty, expanded industry engagement, alignment with the Child Development Center, and grant management, alongside the position's original coordination duties to promote program quality, support faculty development, and improve student outcomes.

Amount of Reassignment & Duration

Requesting the same amount of reassigned time (.2 FTE/semester)

Fall (FTE): 0.2 (120 hours/semester)

Spring (FTE): 0.2 (120 hours/semester)

Total Annual FTE: 0.4 (240 hours/year)

How many semesters of reassigned time are being requested?

4 semesters: Fall 2025 - Spring 2027

Position Duties/Responsibilities

- Support and mentor new tenure-track faculty by facilitating orientation, encouraging pedagogical development, and connecting them with ongoing professional development opportunities.
- Strengthen industry and community engagement by coordinating partnerships with local early childhood education organizations, educational institutions, and professionals, facilitating advisory board activities, and expanding internships and workforce opportunities.
- Align department programming with the Child Development Center (CDC) by organizing experiential work opportunities, shared events, resources, and student support.
- Coordinate grant management efforts by helping identify opportunities, supporting the preparation of applications, monitoring compliance and reporting requirements, and facilitating faculty implementation.
- Serve on the Child Development Center Task Force and community boards such as the San Mateo Child Care Planning Council and San Mateo County Child Care Blueprint.
- Facilitate department operations, including scheduling, coordinating SLO/PLO assessment reporting, and sharing professional development opportunities with faculty.
- Coordinate department participation in articulation agreements and regional consortiums (e.g., Teacher Pipeline Sub-Committee).
- Represent the college at conferences (ASCCC, CCCECE, NCCC) and state committees, supporting community engagement and legislative awareness.
- Act as a liaison between the Education and Human Development Program and Dual Enrollment initiatives.

- Support the development of outreach materials, including website content, brochures, flyers, and other resources for prospective students and employer partners.
- Facilitate career preparation and professional connection activities for students enrolled in practicum courses.

Identify which goals and strategic initiatives from the college's Education Master Plan are being supported by this position.

- **EMP Goal #1:** Student Access, Success and Completion - **Strategic Initiative #1** (Make Registration Easier)
 - **EMP Goal #1:** Student Access, Success and Completion - **Strategic Initiative #2** (Connect Students to the Academic Program(s) and Classes They Need)
 - **EMP Goal #1:** Student Access, Success and Completion - **Strategic Initiative #3** (Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete)
 - **EMP Goal #2:** Equity-Minded and Antiracist College Culture - **Strategic Initiative #1** (Support innovative teaching that creates more equitable and antiracist learning environments)
 - **EMP Goal #2:** Equity-Minded and Antiracist College Culture - **Strategic Initiative #2** (Create and sustain an inclusive, antiracist, and equity-minded campus culture)
 - **EMP Goal #2:** Equity-Minded and Antiracist College Culture - **Strategic Initiative #3** (Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps)
 - **EMP Goal #3:** Community Connections - **Strategic Initiative #1** (Better share what Cañada offers)
 - **EMP Goal #3:** Community Connections - **Strategic Initiative #5** (Help meet the basic needs of Cañada students and other community members)
 - **EMP Goal #4:** Accessible Infrastructure and Innovation - **Strategic Initiative #2** (Provide adequate access to technology)
 - **EMP Goal #4:** Accessible Infrastructure and Innovation - **Strategic Initiative #3** (Manage resources effectively)
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How would your program be impacted if this position is not funded?

Without this enhanced coordinator position, we risk losing critical strategic areas of explicit support:

- New tenure-track faculty would lack the mentorship essential for integration and retention.
- Industry ties and experiential pathways would weaken, limiting student career opportunities.
- Disconnect between the CDC and the EHD department would reduce program alignment and resource sharing.
- Grant opportunities would go unaddressed, reducing financial and operational growth.
- Existing program updates, assessment coordination, and faculty communication duties would suffer from insufficient administrative support.

Additional Information (Awards, Community Impact, Student Success, etc.)

The EHD program is one of our strongest on campus, consistently ranking at the top for degrees and certificates awarded. As we expand into apprenticeship opportunities and address evolving community demand for early childhood educators, the need for a skilled and focused coordinator is more urgent than ever.