



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

COORDINATOR OF THE CHILD DAY CARE CENTER/ADMINISTRATOR IV

AT

SOUTHERN CONNECTICUT STATE UNIVERSITY

JULY 24, 1987

RESOLVED, That the position, Coordinator of the Child Day Care Center/Administrator IV, be established at Southern Connecticut State University, effective July 24, 1987, in accordance with all provisions and expectations as set forth in the proposal attached to this Resolution.

A Certified True Copy:

Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

Submitted	<u>7-15-87</u>
Date	
By: CSU ()	
CCSU ()	SCSU (X)
ECSU ()	WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 7-24-87 PERM (X) FT (X)
 TEMP () PT ()

POSITION TITLE: Coordinator of the Child Day Care Center/Administrator IV

CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER:	CURRENT SALARY	PROPOSED SALARY	\$27,000	FUND GEN.	BARG UNIT	SUOAF
						from to

RESOLUTION

BR# _____

RESOLVED, That the position Coordinator of the Child Day Care Center, Administrator IV, be established at Southern Connecticut State University effective July 24, 1987.

A Certified True Copy

Dallas K. Beal, President, CSU Date _____

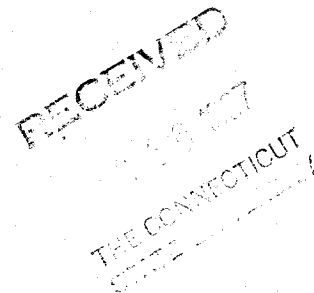
PERCommittee 7-22-87
Date

BOARD OF TRUSTEES 7-24-87
Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

Establishment of this position is requested to implement a pilot day care program at Southern. The program will serve as a model for the Connecticut public higher education system, will serve nontraditional students in need of child care, and will have a positive effect on student enrollment, especially among minority females.

This position was approved in the 1977-1978 budget.



\$27,000.
Approx. Cost

Anthony P. ... 7/15/87
Signed (University) Date

SOUTHERN CONNECTICUT STATE UNIVERSITY

Coordinator of the Child Day Care Center/Administrator IV

EDUCATION AND EXPERIENCE:

Three years experience in child day care, including at least one year with increased program and/or administrative responsibility. Demonstrated ability to formulate and implement relevant policies and procedures and to supervise staff. Must have the personal qualities necessary to work with children, relate to other adults and the ability to relate to the parents and communities in which the children live. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

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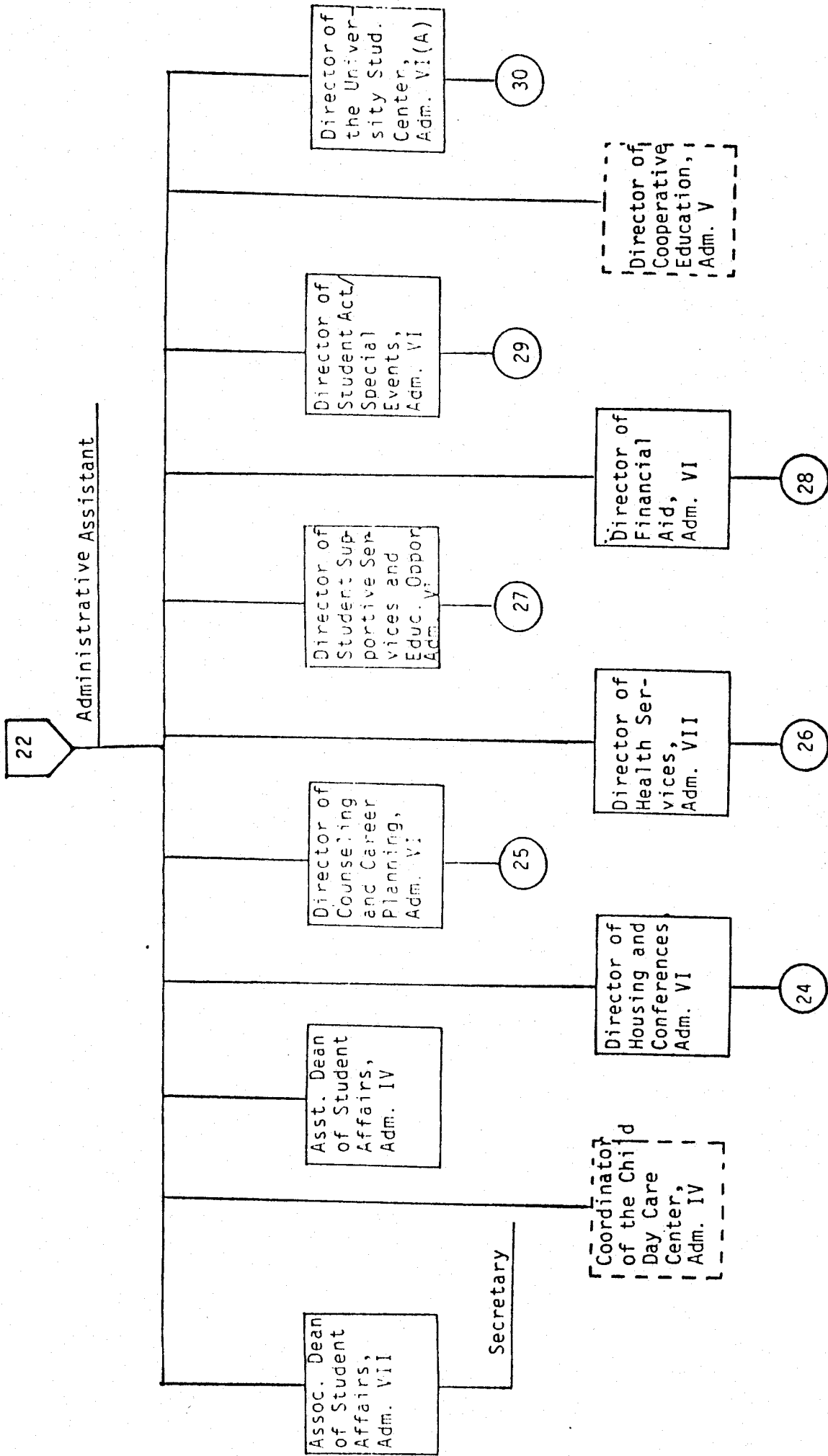
IMMEDIATE SUPERVISOR

[Handwritten signature]

DEAN OF PERSONNEL ADMINISTRATION

[Handwritten signature]

Dean of Student Affairs



SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Coordinator of Child Day Care Center/Adm. IV
Campus S.C.S.U. Date _____

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE Roger J. Bugh

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 7/10/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Allen R. Calvert

DATE OF SUOAF CAMPUS REVIEW _____

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty B. Tipton Date 7/15/87

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary disapprove proposed rank and salary

Comments or Recommendations: per attached position description

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL _____ DATE _____

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

SOUTHERN CONNECTICUT STATE UNIVERSITY

Coordinator of the Child Day Care Center/Administrator IV

SUPERVISOR:

SUPERVISION EXERCISED:

POSITION SUMMARY:

The Coordinator of the Child Day Care Center is responsible for the operation and administration of the Center, including supervising the staff, development of programs, ensuring compliance with applicable laws and regulations and serving as head staff member.

POSITION RESPONSIBILITIES:

Responsible for the daily operation and administration of the Child Day Care Center.

Develops and maintains written personnel and operating policies as well as a written statement of the purpose and objectives of the Center.

Ensures compliance with all laws and regulations concerning the operation of the Center.

Obtains and maintains all required licenses, permits, certificates and approvals for the Center.

Responsible for the supervision, training and development of the Center's staff.

Prepares and maintains all plans, reports and records as required.

Develops and implements programs and services, including educational and health programs, offered by the Center.

Serves as the head staff member and provides appropriate care of the children.

Serves as primary line of communication between the Center and parents.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.