



Position: Child Development Center Coordinator

**Requested by: Kristina Brower - CDLC Task Force/Education and Human
Development**

Educational Master Plan (EMP) Goal 4.2: Build student housing on campus, as well as a Childcare Center to serve students with families.

SMCCCD 2022 Facilities Master Plan: Housing Page 3.28



Project Timeline

May 2024: Request BOT to hire an Architect

December 2024: Request BOT to Award the Construction Contract

January 2025-June 2025: Construction

June 2025-August 2025: Building Activation

August 2025: Opening

CDC Coordinator Timeline

March-April 2024: Updates Job Description to HR/Posts Job,

Summer 2024: Hiring Process

Fall 2024/Spring 2025 CDC Coordinator Responsibilities :

- Facilitate the purchase of furniture and materials for building and outdoors
- Begin licensing process
- Create program policies
- Recruit and hire CDC staff and student assistants
- Recruit and enroll families
- Work with district and state programs to implement contracts

Summer 2025

- Staff Orientation
- Family Orientation
- CDC Open house for families and community

Fall 2025 Grand Opening!!

WHY NOW?

In order to ensure a smooth process and grand opening during the fall 2025 semester, it is important that we begin the hiring process during the spring of 2024.



QUESTIONS?

