



STATE OF CONNECTICUT

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AUTHORIZING RESOLUTION

concerning

Establishment of Two New Positions

at

Eastern Connecticut State College

Assistant to Title XX Program Coordinator/Day Care Specialist
Administrator II

September 4, 1981

RESOLVED, That the two positions, Assistant to Title XX Program Coordinator/Day Care Specialist, Administrator II, subject to availability of federal funds, be established at Eastern Connecticut State College effective September 4, 1981, in accordance with all provisions and expectations as set forth in the proposal dated August 19, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:

A handwritten signature in cursive script, reading "James A. Frost", written over a horizontal line.

James A. Frost
Executive Director

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: ASSISTANT TO TITLE XX COORDINATOR/DAY CARE SPECIALIST

FUND: FEDERAL TITLE XX FUNDS

POSITION TYPE: PERMANENT _____ TEMPORARY X
FULL-TIME X PART-TIME _____

EFFECTIVE DATE: 9/4/81 BARGAINING UNIT SCOAF

COST: \$12,000.00

PROPOSAL: To establish two day care specialist positions to provide day care workers with education direction and resources under a federal Title XX Grant.

SUMMARY: Please see attached job description.

DATE: _____

PREPARED BY: Michael Pernal
Michael Pernal
Dean of Personnel Administration

MP/emb

APPROVED BY: Charles R. Webb
Charles R. Webb, President

xc - J. Malone 8/19/81

ASSISTANT TO TITLE XX PROGRAM COORDINATOR/DAY CARE SPECIALIST

ADMINISTRATOR II

1. Assist Title XX Coordinator in the development and administration of program.
2. Provide day care center workers with education direction and supervision in specialized day care modules program.
3. Provide career and education advisement to day care staff.
4. Function as resource person for students.
5. Provide supervision and education of educational coordinators.
6. Recruitment and outreach to day care center staff.
7. Represent Eastern Connecticut State College to community day care agencies.
8. Liaison to day care agencies, Title XX coordinator and Department of Education.
9. Prepares evaluations and reports as needed.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

One to two years of experience equipping the applicant to: a) assist in developing and implementing grant proposals, training programs, and outreach services, and b) relate to community agencies, students, clients, and college staff. A Bachelor's Degree is required.

These qualifications may be waived for individuals with appropriate alternate experience.

Signature for AFSCME Date

Michael R... 8/10/81

Signature for the College Date

Signature of Supervisor Date

Signature of Incumbent Date

MP/emb
8/10/81

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