



# STATE OF CONNECTICUT

## BOARD OF TRUSTEES FOR THE STATE COLLEGES

P. O. Box 2008      NEW BRITAIN, CONNECTICUT 06050  
827-7700  
TEL. NEW BRITAIN: 203-~~209-1802~~      ~~NEW BRITAIN RECORD: 203-566-7373~~

### AUTHORIZING RESOLUTION

concerning

ESTABLISHMENT OF A NEW POSITION

at

EASTERN CONNECTICUT STATE COLLEGE

ASSISTANT TO TITLE XX PROGRAM COORDINATOR/  
DAY CARE SPECIALIST, ADMINISTRATOR II

January 7, 1983

RESOLVED, That the position, 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 January 7, 1983, in accordance with all provisions and expectations as set forth in the proposal dated November 29, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost  
Executive Director

EASTERN CONNECTICUT STATE COLLEGE  
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: ASSISTANT TO TITLE XX COORDINATOR/DAY CARE SPECIALIST

FUND: STATE DAY CARE TRAINING PROGRAM BLOCK GRANT

POSITION TYPE: PERMANENT \_\_\_\_\_ TEMPORARY  X   
FULL-TIME  X  PART-TIME \_\_\_\_\_

EFFECTIVE DATE:  1/7/83  BARGAINING UNIT  SCOAF

COST:  \$13,000.00

PROPOSAL: To establish a day care specialist position to provide day care workers with education direction and resources under a state day care training program grant. Two identical positions were created by the Board of Trustees on 9/4/81. Appropriate union sign-off was obtained at that time.

SUMMARY:

RECEIVED  
BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

DATE:  11/29/82

BY:  Michael Pernal   
Michael Pernal, Dean of Personnel Admin.

MP/emb

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

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.