

FOUNDATION FOR EARLY CHILDHOOD EDUCATION

Monthly Report of Activities

This is a certification form only. Contemporaneous records (i.e., appointment calendar, client record, etc.) must be attached or retained by employee for a minimum of three years.

Please type or print clearly using ball point pen.

MONTH/YEAR OF THIS REPORT	NAME OF EMPLOYEE	POSITION/TITLE OF EMPLOYEE
		Director II
DIVISION/SITE	NAME OF IMMEDIATE SUPERVISOR	
Head Start/State Preschool	Board of Directors	

Certification

I certify that the information recorded on this report is true and correct to the best of my knowledge.

SIGNATURE OF EMPLOYEE	DATE SIGNED

SIGNATURE OF SUPERVISOR	DATE SIGNED

Agency has a total of 42 classrooms: 18 are Part-day, 13 are Full-day and 11 are Dosage

Monthly Activities:

- 1) Manage and Operate all Agency activities in compliance with all applicable Federal, State, and Local Requirements.
- 3) Supervise all aspects of Head Start and State Preschool activities which includes supervising all content area experts
- 4) Manage all aspects of Fiscal and Human Resource operation in compliance with all funding sources
- 5) Ensure compliance with Grantee, OHS, and State contracts.
- 6) Attend Management meetings as needed at Grantee, State, or Agency level
- 7) Coordinate and Supervise the reporting of all monthly activity to all applicable funding sources
- 8) Responsible for the hiring and firing of all staff employed by the Head Start and State Preschool Program.
- 9) Responsible for the reporting to all governing bodies i.e. Policy Committee, and Executive Board of Directors
- 10) Supervise and Evaluate all content area experts to ensure compliance in all service areas.
- 11) Oversee the preparation of all reports for the applicable funding sources.
- 12) Oversee the preparation of all annual Requests for funding applications.

