

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
		Education Coordinator
DIVISION/SITE		NAME OF IMMEDIATE SUPERVISOR
Head Start/State Preschool		Director II

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) Coordinate all Head Start and State Preschool Curriculum Implementation and Training
- 2) Leads the CDS group in revision and development of policies and procedures
- 3) Provide all teaching staff and Child Development Supervisors updated training as needed.
- 4) Ensure timelines are met for assessment, observations and DRDP
- 5) Supervision of all Child Development Supervisors
- 6) Order and distribute supplies to Head Start and State Preschool sites
- 7) Assist in monitoring all classroom activity to ensure compliance with Performance Standards and State mandates
- 8) Assist in the Head Start and State self assessment processes.
- 9) Provide reports as requested by Grantee, OHS, or State CDE departments
- 10) Ensures goals for School Readiness are implemented
- 11) Monthly monitoring of the Education component