

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
		HR Officer
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) Manage all aspects of Human Resources for Agency which includes Labor relations, recruitment of staff, and benefit administration
- 2) Recruitment of Head Start and State Preschool qualified staff
- 3) Track and report staff qualifications.
- 4) Ensure compliance with all Grantee, OHS, and/or State Licensing forms and procedures
- 5) Manage all benefit administration
- 6) Manage and coordinate agencies risk management.
- 7) Assist in the reporting to all governing bodies i.e. Policy Committee, and Executive Board of Directors
- 8) Oversee the preparation of all reports for the applicable funding sources.
- 9) Monthly monitoring of HR files and systems

