

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
		Mentor Coach
DIVISION/SITE	NAME OF IMMEDIATE SUPERVISOR	
Head Start	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 42 Classrooms; 18 are Part-day and 13 are Full-Day and 11 Dosage

Monthly Activities:

- 1) Conducts classroom visits for the purpose of observing classroom activities and teacher-child interactions
- 2) Provides on-site support to teaching staff
- 3) Conducts observations using tools such as CLASS and ECERS
- 4) Provides training and technical assistance to teaching staff
- 5) Provides input to CDS for teaching staff development
- 6) Prepares and submits reports on site visits, observations and center activities

