RESPONSIBILITY MATRIX

RESPONSIBILITY	Ex Dir	Assoc Dir - Admin	Assoc Dir - Op.	Assoc Dir- Child/	Op Dir- W	Op Dir-E	Ed Dir	R&R Dir	Nutr Dir	Fam Serv Mgr	Mntl Hlth Mgr	Fis Dir	Fis Asst	Adm Asst Pur	Ed Mgr	Hlth Serv Dir	WIC Mgr	Info Sys Dir	HR Asst	Prof Dev Mgr	Comm Dev Mgr	Parent Invol Mgr	FSC- Fam Adv	Team Ldr	USDA Mgr	Fam Adv.	Trans Mgr	Info Sys Spec	MO Rec	Biling Adm Asst	Ed Staff	Health Res Spec
Attendance Issues (children)							X								X											X					X	
Bloodborne Pathogens Training																X																
Board Report			X																													
Bouncy Castle						X																										
Breastfeeding Peer Counseling Program									X																							
Budgets(Monthly Financial Statements)	X	X										X																				
Bus Monitor Training																											X					
Buster Bus																											X					
Career Ladders																						X										
CARESS Team Member											X										X	X	X									
Car Seats/Training																X														X		X
CASA																					X											
Center Budgets																								X								
Child Abuse/Neglect Reports											X																					
Child Abuse/Neglect Training											X									X												
Child Accident Reports		X														X																
Child Care Billing								X																								
Child Care Contracts								X																								
Child Care Referrals								X																								
Children's Past Records																												X				
Cleaning Logs					X	X																										
Communicable Disease Information																X																
Community Assessment			X																													
Computers/Data Processing																		X										X				
Conflicts w/ Contracted ESD/OCDC personnel			X	X	X	X	X		X							X																
Consulting Agreements		X																														
Contracts	X																															
Criminal History Registry		X																	X													
Disabilities							X																									
Drug Screens		X																														
Employment Health Screens		X																	X													
Employment Policies		X																														
Enrollment				X						X																X						
Expenditures per Line Item												X																				
Facilities/Monitors					X	X																			X							
Facilities/Purchasing	X		X																													
Family Child Care Agreements				X																												
Fanny Packs (Blood Clean Up Kits)																X																
Field Trip Safety Packs					X																											
File Cabinet Forms																													X			
File Reviews							X	X		X	X					X																
Fire Extinguishers					X	X										X																
Fire Inspections					X	X		X																								
First Aid Kits																X																X

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First Aid/CPR		X																	X	X												
Food Allergies/Intolerances/Medical Protocols									X							X																
Food Handlers		X																	X	X												
Food Service Paperwork																									X							
Fringe Benefits		X																														
Fruit & Veggie/Physical Activity Logs																			X													
FSC																					X											
Health/Safety Checks					X	X																			X							
Health Insurance		X																														
Health Insurance Payables														X																		
Hiring of Subs																			X													
Home Visit Issues							X			X					X											X				X		
Injury Reports and SAIF		X																														
In-Kind / Space			X		X	X																										
Interagency Agreements with LEAs																																
In/Out Sheet Attendance Logs for Childcare Billing														X																		
Job Descriptions		X																														
Leases/Space Agreements			X																													
Leave Accural (what is on the books)													X																			
Leave without Pay		X																														
Licensing Issues (centers)								X																								
Literacy (RIF)							X																									
Literacy (ROAR)																				X												
Maintanance Issues					X	X																										
Mental Health											X																					
Menu									X																							
MSDS Sheets																X																
Neighborhood Watch																					X											
Newsletter																														X		
Newsletter - Staff																														X		
Nutrition assessments									X																							X
Nutrition/Food Service Monitors									X																X							
Overtime-Over 40	X																															
Parent Activity Funds					X																	X										
Parent Calendar				X																		X										
Parent Education				X																		X										
Parent Involment				X																		X										
Petty Cash					X																			X								
Policy Council Report			X																													
Private School Registrations							X																									
Program Inventory													X																			
Program Inventory/Technology																		X														
Purchasing														X																		

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Recruitment										X																X						
Recruitment of Staff		X																	X													
Safety Committee																X																
Sanitation Inspections								X																	X							
Security Alarm Systems					X																											
Selection				X																						X						
Social Services				X						X											X	X				X					X	
Staff Calendar																			X													
Supplies					X	X								X										X								
Food Service Supplies																									X							
Health Supplies																X																
Office/Facilities Supplies					X																											
Technology Supplies																		X														
Team Leader Meetings					X	X																										
Time Sheets													X																			
Tobacco Cessation																					X											
Tracking Child Health Requirements (enrolled children)																X										X		X			X	X
Training Plan																				X												
Training Records																			X													
Training Requests																			X													
Training Calendar on Website																				X												
Transportation Contracts					X																											
Transportation Services					X																						X					
Translation																														X		
Type 10																											X					
Updated Cost Sheets														X																		
USDA Centers																									X							
USDA /CACFP monthends																									X							
Vehicle Maintenance					X																						X					
Vehicle Scheduling					X																											
Vended Meal Agreements									X																							
Volunteer/Work Exp./Career																						X										
Website Maintanance																		X														
Wellness Day				X					X							X						X										
WIC Month Ends																	X															
WIC Time Study																	X															
Work Schedule/Changes	X																															