

## **CHILD & FAMILY SERVICES DIRECTOR TIMELINES**

### **JUNE & JULY**

- \* Ensure Distribution of Kindergarten transition information to the local Public Schools
- \* Complete revisions begun in May to include program forms and policies
- \* Review Written Work Plan and update as necessary
- \* Screen applications with assistance from the Human Resources Manager, from candidates for positions
- \* Select interview team, and date for interviews and ensure interviews are completed
- \* With the assistance of the Human Resources Manager prepare information for letter of hire for candidate(s) chosen
- \* Prepare Newsletter articles for Agency Newsletter as needed
- \* Review center ordering - make changes as needed
- \* Prepare list of materials to order from the printer (NCR forms)
- \* Obtain list of children with disabilities who are returning or newly enrolled
- \* Monitor eligibility of EHS children for transition activities
- \* Review, revise and send out interagency agreements with ESDs

### **AUGUST**

- \* Review new curriculum materials and update Curriculum Guide
- \* Prepare curriculum guides and home visit handouts
- \* Develop trainings for orientation of new teaching staff
- \* Assist with planning pre-service training
- \* Prepare News letter article for Agency News Letter
- \* Review past years component goals, self-assessment and curriculum committee's recommendation, develop plan for Education Component
- \* Assist Human Resources Director in providing an orientation for new education staff
- \* Monitor eligibility of EHS children for transition activities
- \* Assist in delivering training and workshops for Pre-service

### **SEPTEMBER**

- \* Review Growth and Improvement Plan **with** Education Managers and Program Managers
- \* Prepare News letter article for Agency News Letter
- \* Plan for Component training for Staff Meeting
- \* Monitor eligibility of EHS children for transition activities

### **OCTOBER**

- \* Education/Family Services Component Training for staff meeting
- \* Prepare News letter article for Agency News Letter
- \* Ensure that Volunteer Orientations for parents are completed
- \* Begin observations from referrals in conjunction with Ed. Mgrs.
- \* Monitor eligibility of EHS children for transition activities
- \* Curriculum Committee Meeting

## **NOVEMBER**

- \* Policy Council Report. (Sept, Oct.)
- \* Prepare News letter article for Agency News Letter
- \* Continue observations from referrals in conjunction with Ed. Mgrs.
- \* Monitor eligibility of EHS children for transition activities
- \* Prepare Fall Baseline outcome reports

## **DECEMBER**

- \* Prepare Newsletter article for Agency News Letter
- \* Continue observations from referrals in conjunction with Ed. Mgrs.
- \* Ensure that the Four Month Evaluation for new staff takes place
- \* Prepare for Program Self Assessment
- \* Prepare initial Family Services outcomes reports

## **JANUARY**

- \* Orientation of Education and Policy Council Program Self Assessment teams
- \* Prepare and conduct Program Self Assessment to include file review, daily plan evaluation and room arrangement evaluation
- \* Monitor eligibility of EHS children for transition activities
- \* Education/Family Services Component Training as needed
- \* Prepare News letter article for Agency News Letter
- \* Continue observations from referrals in conjunction with Ed. Mgrs.
- \* Facilitate Curriculum Committee Meeting
- \* Prepare for Budget Committee Meeting in February
- \* Monitor eligibility of EHS children for transition activities
- \* Prepare winter outcome reports

## **FEBRUARY**

- \* Preliminary revision of Written Work Plan
- \* Submit Program Self Assessment team report
- \* Education/Family Services Component Training for Staff meeting as needed
- \* Continue observations from referrals in conjunction with Ed. Mgrs.
- \* Send letters to public school personnel inviting them to come and observe classrooms
- \* Prepare News letter article for Agency News Letter
- \* 6 Month Performance Evaluations due for all staff on introductory status and review Improvement and Growth plans with other staff
- \* Monitor eligibility of EHS children for transition activities
- \* Ensure transition surveys for children going to Kindergarten are completed and reviewed with PSC

## **MARCH**

- \* Education/Family Services Component Training as needed
- \* Begin revisions for next program year, to include:
  1. Policies and Procedures
  2. Work Plan
  3. Forms
  4. Staff Development Plan (trainings to acquire, job descriptions, career ladders)
- \* Assist in setting up meetings with Public Administrators to establish transition plan
- \* Month End Report to include classroom and home visit calculations and tracking of children with disabilities
- \* Continue observations from referrals in conjunction with Ed. Mgrs.
- \* Prepare News letter article for Agency News Letter
- \* Ensure that Education Managers monitor ordering supplies needed for next year as needed
- \* Monitor eligibility of EHS children for transition activities
- \* Prepare and distribute Transition Booklet to teachers for distribution to parents in April/May
- \* Facilitate Curriculum Committee Meeting

### **APRIL**

- \* Education/Family Services Component training as needed
- \* Continue revision begun in March
- \* Month End Report to include classroom and home visit calculations and tracking of children with disabilities
- \* Continue observations from referrals in conjunction with Ed. Mgrs.
- \* Prepare News letter article for Agency News Letter
- \* Implement Grantee Improvement Plan
- \* Ensure that a class list for transition to public schools is prepared
- \* Ensure completion of transition activities like home visits and/or Field trip to Kindergartens along with updating and submitting transition surveys to Ed. Dir.
- \* Begin process for PIR report
- \* Monitor eligibility of EHS children for transition activities

### **MAY**

- \* Ensure that Job performance evaluation and Growth & Improvement Plans for all teaching staff are completed
- \* Prepare News letter article for Agency News Letter
- \* Complete PIR report
- \* Continue revisions begun in March
- \* Begin process to request materials for next program year: supplies and equipment, resource books, curriculum kits, pamphlets, and handouts
- \* Complete Spring Outcomes reports for Education and Family Services
- \* Continue observations from referrals in conjunction with Ed. Mgrs.

### **Monthly Tasks**

- \* Ensure participation in IFSP meetings

- \* Refer children for possible identification of disability on an as needed basis
- \* Meet with Ed Managers
- \* Track classroom observation assessments/data
- \* General classroom observations as necessary
- \* Month End reporting