

OPERATIONS DIRECTOR WEST

August

- Complete Administrative Month End Report and forward to Supervisor
- Complete Fiscal Month End Report for centers you supervise, forward to Fiscal Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resources Director)
 - Time Sheets (Fiscal Director)
 - In kind – (Fiscal Assistant)
- Meetings
 - Team Leader Meetings
 - Administrative Team Meetings
 - Office Meeting
 - Safety Meeting
 - Center Team Meetings as needed
 - Pre-service
- Hire new Team Leaders as needed in conjunction with Administrative Team
- Meet with Team Leaders individually as needed
- Establish annual calendars for tracking staffs annual leave, sick leave, floating days, performance evaluations
- Compile Information for the Community Assessment
- Complete Checklist for a Quality Head Start Facility
- New Staff Orientation Checklist
- Update and maintain Preventative Maintenance Schedule and Site Maintenance Inventory
- Update and send in-kind donation forms for space

OPERATIONS DIRECTOR WEST

September

- Complete Administrative Month End Report and Forward to Supervisor
- Complete Fiscal Month End Report for centers you supervise, forward to Fiscal Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resources Director)
 - Time Sheets (Fiscal Director)
 - In kind (Fiscal Assistant)
- Meetings
 - Team Leader Meetings
 - Administrative Team Meetings
 - Extended Management Meeting
 - Office Meeting
 - Safety Meeting
 - Center Team Meetings as needed
 - Bi-yearly OCDC/UMCHS Meeting
- Meet with Team Leaders individually as needed
- Complete Staff safety observation
- Assure all Health and Safety Checks are completed
- Compile Information for the Community Assessment
- Update and maintain Preventative Maintenance Schedule and Site Maintenance Inventory

OPERATIONS DIRECTOR WEST

October

- Complete Administrative Month End Report and Forward to Supervisor
- Complete Fiscal Month End Report for centers you supervise, forward to Fiscal Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Director)
 - In kind (Fiscal Assistant)
- Meetings
 - Team Leader Meetings
 - Management Team Meeting
 - Administrative Team Meetings
 - Office Meeting
 - Safety Meeting
 - Center Team Meetings as needed
 - Staff Meeting
- Meet with Team Leaders individually as needed
- Complete Staff safety observation
- Assure all Health and Safety Checks are completed
- Send out Community Input Survey
- Begin working on Community Assessment presentation
- Update and maintain Preventative Maintenance Schedule and Site Maintenance Inventory

OPERATIONS DIRECTOR WEST

November

- Complete Administrative Month End Report and forward to supervisor
- Complete Fiscal Month End Report for centers you supervise, forward to Fiscal Director
- § Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Director)
 - In kind (Fiscal Assistant)
- Meetings
 - Team Leader Meetings
 - Administrative Team Meetings
 - Management Meeting
 - Office Meeting
 - Safety Meeting
 - Center Team Meetings as needed
- Meet with Team Leaders individually as needed
- Complete Staff safety observation
- Assure all Health and Safety Checks are complete
- Continue working on Community Assessment Presentation
- Send out “How are we doing” Postcards to Parents.
- Present Policy Council Telephone Questionnaire.
- Update and maintain Preventative Maintenance Schedule and Site Maintenance Inventory

OPERATIONS DIRECTOR WEST

December

- Complete Administrative Month End Report and forward to supervisor
- Complete Fiscal Month End Report for centers you supervise, forward to Fiscal Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resources Director)
 - Time Sheets (Fiscal Director)
 - In kind (Fiscal Assistant)
- Meetings
 - Team Leader Meetings
 - Management Team Meeting
 - Administrative Team Meetings
 - Focus Group Meeting
 - Office Meeting
 - Safety Meeting
 - Center Team Meetings as needed
- Meet with Team Leaders individually as needed
- Complete Staff safety observation
- Assure all Health and Safety Checks are completed
- Compile Survey's and information for the Community Assessment
- Update and maintain Preventative Maintenance Scheduled and Site Maintenance Inventory

OPERATIONS DIRECTOR WEST

January

- Complete Administrative Month End Report and forward to supervisor
- Complete Fiscal Month End for centers you supervise, forward to Fiscal Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Director)
 - In kind (Fiscal Assistant)
- Meetings
 - Team Leader Meetings
 - Administrative Team Meetings
 - Office Meeting
 - Safety Meeting
 - Center Team Meetings as needed
 - Budget Meeting – Community Assessment Presentation given
- Meet with Team Leaders individually as needed
- Budget Requests
- Complete Staff safety observation
- Assure all Health and Safety Checks are completed
- Self Assessment
- Update and maintain Preventative Maintenance Scheduled and Site Maintenance Inventory

OPERATIONS DIRECTOR WEST

February

- Complete Administrative Month End Report and forward to supervisor
- Complete Fiscal Month End Report for centers you supervise, forward to Fiscal Director
- Complete Other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Director)
 - In kind (Fiscal Assistant)
- Meetings
 - Team Leader Meetings
 - Administrative Team Meetings
 - Extended Management Meeting
 - Focus Group Meeting
 - Office Meeting
 - Safety Meeting
 - Center Team Meetings as needed
 - Staff Meeting
 - Budget Meeting
- Meet with Team Leaders individually as needed
- Complete Staff safety observation
- Assure all Bi-yearly facility checks are completed
- Self Assessment
- Inventory over \$5,000 at all sites
- Update and maintain Preventative Maintenance Scheduled and Site Maintenance Inventory

OPERATIONS DIRECTOR WEST

March

- Complete Administrative Month End Report and forward to supervisor
- Complete Fiscal Month End Report for centers you supervise, forward to Fiscal Director
- Complete other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resource Director)
 - Time Sheets (Fiscal Director)
 - In kind (Fiscal Assistant)
- Meetings
 - Team Leader Meetings
 - Staff Meeting
 - Administrative Team Meetings
 - Office Meeting
 - Safety Meeting
 - Center Team Meetings as needed
- Meet with Team Leaders individually as needed
- Complete Staff safety observation
- Assure all Health & Safety Checks are completed
- Update and maintain Preventative Maintenance Scheduled and Site Maintenance Inventory

OPERATIONS DIRECTOR WEST

April

- Complete Administrative Month End Report and forward to Supervisor
- Complete Fiscal Month End Report for centers you supervise, forward to Fiscal Director
- Complete other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resources Director)
 - Time Sheets (Fiscal Director)
 - In kind (Fiscal Assistant)
- Meetings
 - Team Leader Meetings
 - Management Team Meeting
 - Administrative Team Meetings
 - Focus Group Meeting
 - Office Meeting
 - Safety Meeting
 - Center Team Meetings as needed
 - Wellness Day
 - Bi-yearly OCDC/UMCHS Meeting
- Meet with Team Leaders individually as needed
- Complete Staff safety observation
- Assure all Health and Safety Checks are completed
- Complete Inventory process for all inventory
- Update and maintain Preventative Maintenance Scheduled and Site Maintenance Inventory

OPERATIONS DIRECTOR WEST

May

- Complete Administrative Month End Report and Forward to Supervisor
- Complete Fiscal Month End for centers you supervise, forward to Fiscal Director
- Complete other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resources Director)
 - Time Sheets (Fiscal Director)
- Staff Performance Evaluations
- Meetings
 - Team Leader Meetings
 - Management Team Meeting
 - Administrative Team Meetings
 - Office Meeting
 - Safety Meeting
 - Center Team Meetings as needed
- Meet with Team Leaders individually as needed
- Complete Staff safety observation
- Assure all Health & Safety Checks are completed
- Update and maintain Preventative Maintenance Scheduled and Site Maintenance Inventory

OPERATIONS DIRECTOR WEST

June and July

- Complete Administrative Month End Report and forward to Supervisor
- Complete Fiscal Month End Report for centers you supervise, forward to Fiscal Director
- Complete other Administrative Reports and Forward Appropriately
 - Employee Leave Requests (Human Resources Director)
 - Time Sheets (Fiscal Director)
 - In kind (Fiscal Assistant)
- Meetings
 - Administrative Team Meetings
 - Strategic Planning Retreat
 - Office Meeting
 - Safety Meeting
- Meet with Team Leaders individually as needed
- Complete Staff safety observation (Full Day Centers Only)
- Assure Health and Safety Checks are completed (Full Day Center Only)
- Update and maintain Preventative Maintenance Scheduled and Site Maintenance Inventory
- Update and send out lease/space agreements