RESPONSIBILITY MATRIX

RESPONSIBILITY	Ex Dir	Assoc Dir - Admin	Assoc Dir - Child S	Op Dir	Ed Dir	R&R Dir	Nutr Dir	Fam Dev Dir	Mntl Hlth Mgr	Fis Dir	Fis Asst	Fis Asst Pur	Ed Mgr	Hlth Serv Dir	WIC Mgr	Info Sys Dir	HR Asst	Prof Dev Mgr	Comm Dev Mgr	Parent Invol Mgr	Tea m Ldr	USDA Mgr	Fam Adv.	Trans Mgr	Data Entry	Info Sys Spec	MO Sec	Biling Adm Asst	Ed Staff	Health Res Spec
Attendance Issues (children)					X								X											X						
Bouncy Castle				X																										
Budgets(Monthly Financial Statements)	X	X								X																				
Buster Bus																								X						
Career Ladders																			X											
Car Seats/Training																												X		X
Center Budgets																				X										
Child Abuse/Neglect									X																					
Child Accident Reports		X												X																
Child Care Billing						X																								
Child Care Referrals						X																								
Children's Past Records																								X						
Cleaning Logs														X																
Communicable Disease Information														X																
Community Assessment			X	X																										
Computers/Data Processing																X								X	X					
Conflicts w/ Contracted ESD/OCDC personnel			X	X	X																									
Contracts	X																													
Criminal History Registry		X															X													
Current Forms																	X									X				
Disabilities					X																									
Drug Screens		X																												
Employment Policies		X																												
Enrollment								X															X							
Expenditures per Line Item										X																				
Facilities			X	X																										
Facilities/Purchasing	X		X	X																										
File Reviews			X		X			X						X																
Fire Inspections			X	X		X																								
First Aid Kits														X																X
First Aid/CPR		X															X													
Flex Time/Leave Request Approval				X			X								X				X		X	X								
Food Allergies/Intolerances							X							X																
Food Handlers		X															X													
Food Service Paperwork																					X									
Fringe Benefits		X																												
Fruit & Veggie/Physical Activity Logs																	X													
Health/Safety Checks				X									X																	

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Health Insurance		X																												
Hiring of Subs																	X													
Home Visit Issues								X					X										X						X	
Injury Reports and SAIF		X																												
In-Kind / Space			X	X																										
Leases	X																													
Insurance Questions		X																												
Leave Accural (what is on the books)		X									X																			
Leave without Pay		X																												
Licensing Issues (centers)						X																								
Literacy (RIF)					X																									
Literacy (ROAR)						X																								
Literacy (SPARC)	X		X		X			X																						
Maintanance Issues				X SM																										
Mental Health HS/EHS									X																					
Menu Changes/Input							X																							
Newsletter																											X			
Newsletter - Staff																											X			
Nutrition assessments							X																							
Nutrition/Food Service Monitors							X														X									
Overtime	X																													
Parent Activity Funds				X PG																X										
Parent Calendar								X												X										
Parent Education								X												X										
Parent Involment								X												X										
Petty Cash																					X									
Program Inventory			X	X							X																			
Purchasing												X																		
Recruitment								X														X								
Recruitment of Staff		X															X													
Resources for Disabilities					X								X																	
Safety Committee														X																
Sanitation Inspections						X	X																							
Selection								X														X								
Social Services/EHS/HS								X											X	X			X						X	
Staff Calendar																	X													
Supplies												X									X									
TB Screens		X																												

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Time Sheets											X																			
Tracking Dental Exams (enrolled children)														X											X					X
Tracking Health Insurance (enrolled children)														X											X					X
Tracking Immunizations (enrolled children)														X											X					X
Tracking Medical Exams (enrolled children)														X											X					X
Training Development																	X	X												
Training Records																	X													
Training Requests																	X													
Training Calendar																		X												
Translation																											X			
Type 10																							X							
Updated Cost Sheets												X																		
USDA Centers																					X									
USDA /CACFP monthends																					X									
Vehicle Maintenance				X																			X							
Vehicle Scheduling				X PG																										
Volunteer/Work Exp./Career																			X											
Wellness Day					X		X							X																
WIC Month Ends															X															
WIC Time Sheets															X															
Work Schedule/Changes	X																													