

EDUCATION/DISABILITIES 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
- * Month End Report to include classroom and home visit calculations for programs operating in June and tracking of children with disabilities
- * 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
- * Send out RIF letters to potential donors in the community

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
- * Month End Report to include classroom and home visit calculations and tracking of children with disabilities
- * 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 Manager in providing an orientation for new education staff
- * Ensure Distribution of Comprehensive Staffing Summary Forms to the local Public Schools
- * Monitor eligibility of EHS children for transition activities
- * Assist in delivering training and workshops for Pre-service to include
- * Order RIF books for first distribution in October

SEPTEMBER

- * Review Growth and Improvement Plan **with** Education Managers
- * Prepare News letter article for Agency News Letter
- * Private school registrations for each center
- * Prepare News letter article for Agency News Letter
- * Month End Report to include classroom and home visit calculations and tracking of children with disabilities
- * Plan for Component training for Staff Meeting
- * Monitor eligibility of EHS children for transition activities
- * Begin general classroom observations

- * Distribute Rif books

OCTOBER

- * Education Component Training for staff meeting
- * Prepare News letter article for Agency News Letter
- * Month End Report to include classroom and home visit calculations and tracking of children with disabilities
- * 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
- * Complete general classroom observation cycle started in September

NOVEMBER

- * Policy Council Report. (Sept, Oct.)
- * Prepare News letter article for Agency News Letter
- * Continue observations from referrals in conjunction with Ed. Mgrs.
- * Month End Report to include classroom and home visit calculations and tracking of children with disabilities
- * Begin Disabilities Observation Tool/needed follow-up with teachers and Ed mgrs.
- * Monitor eligibility of EHS children for transition activities
- * Order RIF books for 2nd distribution in January
- * Prepare Fall Baseline outcome reports

DECEMBER

- * Complete RIF Distribution Report
- * Prepare News letter article for Agency News Letter
- * Continue observations from referrals in conjunction with Ed. Mgrs.
- * Month End Report to include classroom and home visit calculations and tracking of children with disabilities
- * Ensure that the Four Month Evaluation for new staff takes place
- * Prepare for Program Self Assessment
- * Prepare for Curriculum Committee Meeting in January
- * Prepare RIF books for January Distribution/Distribute to centers
- * Continue Disabilities Observation Tool/needed follow-up with teachers and Ed mgrs. as needed

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 Component Training as needed
- * Prepare News letter article for Agency News Letter
- * Continue observations from referrals in conjunction with Ed. Mgrs.

- * Month End Report to include classroom and home visit calculations and tracking of children with disabilities
- * Facilitate Curriculum Committee Meeting
- * Prepare for Budget Committee Meeting in February
- * Monitor eligibility of EHS children for transition activities
- * Begin preparing winter outcome reports
- * Continue Disabilities Observation Tool/needed follow-up with teachers and Ed mgrs. as needed

FEBRUARY

- * Preliminary revision of Written Work Plan
- * Submit Program Self Assessment team report
- * Education Component Training for Staff meeting as needed
- * Continue observations from referrals in conjunction with Ed. Mgrs.
- * Continue Disabilities Observation Tool/needed follow-up with teachers and Ed mgrs. as needed
- * Send letters to public school personnel inviting them to come and observe classrooms
- * Prepare News letter article for Agency News Letter
- * Month End Report to include classroom and home visit calculations and tracking of children with disabilities
- * 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
- * Complete and submit RIF distribution report
- * Prepare RIF books for March distribution and distribute to centers
- * Plan for Curriculum Committee meeting in March
- * Ensure transition surveys for children going to Kindergarten are completed on PSC

MARCH

- * Education 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.
- * Continue Disabilities Observation Tool/needed follow-up with teachers and Ed mgrs. as needed
- * 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 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 electronically submitting transition surveys to Ed. Dir.
- * Begin process for PIR report
- * Monitor eligibility of EHS children for transition activities
- * Complete RIF Distribution Report and prepare RIF renewal grant information

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
- * Month End Report to include classroom and home visit calculations and tracking of children with disabilities
- * Begin process to request materials for next program year: supplies and equipment, resource books, curriculum kits, pamphlets, and handouts
- * Complete Spring Outcomes reports
- * Continue observations from referrals in conjunction with Ed. Mgrs.
- * Continue Disabilities Observation Tool/needed follow-up with teachers and Ed mgrs. as needed

Monthly Tasks

- * Ensure participation in IFSP meetings
- * Participate in IFSP Eligibility meetings as needed
- * Refer children for possible identification of disability on an as needed basis
- * Meet with Ed Managers
- * Track classroom observation assessments/data
- * General classroom observations