

EDUCATION MANAGER/LITERACY SPECIALIST TIMELINES

Education Staff _____ Date _____

Supervisor _____ Date _____

SEPTEMBER

- _____ Complete observations per Education Observation Schedule
- _____ Schedule monthly (and as needed) mentor-coaching meetings with education staff
- _____ Ensure appropriate completion of monthly Education Assessment Schedule tasks by teachers
- _____ Arrange for coverage in classrooms/substitutes or volunteers as needed
- _____ Month End Report to include, Education Timelines, observations, and monitors
- _____ Review Teacher Assistant observations-complete Responsive Observation form for Teacher/CFA regarding TA observation
- _____ Participate in education planning meetings
- _____ Review education staff timelines and electronic month end
- _____ Review File Check and address issues or concerns
- _____ Monitor data entry into Child Plus by teachers for completion/accuracy
- _____ Provide Education/disabilities Cluster Training as needed
- _____ Review Professional Development Plan and Growth and Improvement Plan with returning staff/review job description and training manual for new and returning staff
- _____ Ensure implementation of curriculum and planning in Health and Safety to include Pedestrian Safety
- _____ Begin observations from referrals as needed
- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed

EDUCATION MANAGER/LITERACY SPECIALIST TIMELINES

Education Staff _____ Date _____

Supervisor _____ Date _____

OCTOBER

- _____ Complete observations per Education Observation Schedule
- _____ Schedule monthly (and as needed) mentor-coaching meetings with education staff
- _____ Ensure appropriate completion of monthly Education Assessment Schedule tasks by teachers
- _____ Arrange for coverage in classrooms/substitutes or volunteers as needed
- _____ Month End Report to include, Education Timelines, observations, and monitors
- _____ Review Teacher Assistant observations-complete Responsive Observation form for Teacher/CFA regarding TA observation
- _____ Participate in education planning meetings
- _____ Review education staff timelines and electronic month end
- _____ Review File Check and address issues or concerns
- _____ Monitor data entry into Child Plus by teachers for completion/accuracy
- _____ Provide Education/disabilities Cluster Training as needed
- _____ Review Professional Development Plan and Growth and Improvement Plan with returning staff/review job description and training manual for new and returning staff
- _____ Ensure implementation of curriculum and planning in Health and Safety to include Pedestrian Safety
- _____ Begin observations from referrals as needed
- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed

EDUCATION MANAGER/LITERACY SPECIALIST TIMELINES

Education Staff _____ Date _____

Supervisor _____ Date _____

NOVEMBER

- _____ Complete observations per Education Observation Schedule
- _____ Schedule monthly (and as needed) mentor-coaching meetings with education staff
- _____ Ensure appropriate completion of monthly Education Assessment Schedule tasks by teachers
- _____ Arrange for coverage in classrooms/substitutes or volunteers as needed
- _____ Month End Report to include, Education Timelines, observations, and monitors
- _____ Review Teacher Assistant observations-complete Responsive Observation form for Teacher/CFA regarding TA observation
- _____ Participate in education planning meetings
- _____ Review education staff timelines and electronic month end
- _____ Review File Check and address issues or concerns
- _____ Monitor data entry into Child Plus by teachers for completion/accuracy
- _____ Provide Education/disabilities Cluster Training as needed
- _____ Review Professional Development Plan and Growth and Improvement Plan with returning staff/review job description and training manual for new and returning staff
- _____ Ensure implementation of curriculum and planning in Health and Safety to include Pedestrian Safety
- _____ Begin observations from referrals as needed
- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed

EDUCATION MANAGER/LITERACY SPECIALIST TIMELINES

Education Manager _____ Date _____

Supervisor _____ Date _____

DECEMBER

- _____ Complete observations per Education Observation Schedule
- _____ Schedule monthly (and as needed) mentor-coaching meetings with education staff
- _____ Ensure appropriate completion of monthly Education Assessment Schedule tasks by teachers
- _____ Arrange for coverage in classrooms/substitutes or volunteers as needed
- _____ Month End Report to include, Education Timelines, observations, and monitors
- _____ Review Teacher Assistant observations-complete Responsive Observation form for Teacher/CFA regarding TA observation
- _____ Participate in education planning meetings
- _____ Review education staff timelines and electronic month end
- _____ Review File Check and address issues or concerns
- _____ Monitor data entry into Child Plus by teachers for completion/accuracy
- _____ Provide Education/disabilities Cluster Training as needed
- _____ Review Professional Development Plan and Growth and Improvement Plan with returning staff/review job description and training manual for new and returning staff
- _____ Ensure implementation of curriculum and planning in Health and Safety to include Pedestrian Safety
- _____ Begin observations from referrals as needed
- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed
- _____ Prepare for and participate in Program Self Assessment

EDUCATION MANAGER/LITERACY SPECIALIST TIMELINES

Education Staff _____ Date _____

Supervisor _____ Date _____

JANUARY

- _____ Complete observations per Education Observation Schedule
- _____ Schedule monthly (and as needed) mentor-coaching meetings with education staff
- _____ Ensure appropriate completion of monthly Education Assessment Schedule tasks by teachers
- _____ Arrange for coverage in classrooms/substitutes or volunteers as needed
- _____ Month End Report to include, Education Timelines, observations, and monitors
- _____ Review Teacher Assistant observations-complete Responsive Observation form for Teacher/CFA regarding TA observation
- _____ Participate in education planning meetings
- _____ Review education staff timelines and electronic month end
- _____ Review File Check and address issues or concerns
- _____ Monitor data entry into Child Plus by teachers for completion/accuracy
- _____ Provide Education/disabilities Cluster Training as needed
- _____ Review Professional Development Plan and Growth and Improvement Plan with returning staff/review job description and training manual for new and returning staff
- _____ Ensure implementation of curriculum and planning in Health and Safety to include Pedestrian Safety
- _____ Begin observations from referrals as needed
- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed
- _____ Prepare items for budget committee

EDUCATION MANAGER/LITERACY SPECIALIST TIMELINES

Education Staff _____ Date _____

Supervisor _____ Date _____

FEBRUARY

- _____ Complete observations per Education Observation Schedule
- _____ Schedule monthly (and as needed) mentor-coaching meetings with education staff
- _____ Ensure appropriate completion of monthly Education Assessment Schedule tasks by teachers
- _____ Arrange for coverage in classrooms/substitutes or volunteers as needed
- _____ Month End Report to include, Education Timelines, observations, and monitors
- _____ Review Teacher Assistant observations-complete Responsive Observation form for Teacher/CFA regarding TA observation
- _____ Participate in education planning meetings
- _____ Review education staff timelines and electronic month end
- _____ Review File Check and address issues or concerns
- _____ Monitor data entry into Child Plus by teachers for completion/accuracy
- _____ Provide Education/disabilities Cluster Training as needed
- _____ Review Professional Development Plan and Growth and Improvement Plan with returning staff/review job description and training manual for new and returning staff
- _____ Ensure implementation of curriculum and planning in Health and Safety to include Pedestrian Safety
- _____ Begin observations from referrals as needed
- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed

EDUCATION MANAGER/LITERACY SPECIALIST TIMELINES

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MARCH

- _____ Complete observations per Education Observation Schedule
- _____ Schedule monthly (and as needed) mentor-coaching meetings with education staff
- _____ Ensure appropriate completion of monthly Education Assessment Schedule tasks by teachers
- _____ Arrange for coverage in classrooms/substitutes or volunteers as needed
- _____ Month End Report to include, Education Timelines, observations, and monitors
- _____ Review Teacher Assistant observations-complete Responsive Observation form for Teacher/CFA regarding TA observation
- _____ Participate in education planning meetings
- _____ Review education staff timelines and electronic month end
- _____ Review File Check and address issues or concerns
- _____ Monitor data entry into Child Plus by teachers for completion/accuracy
- _____ Provide Education/disabilities Cluster Training as needed
- _____ Review Professional Development Plan and Growth and Improvement Plan with returning staff/review job description and training manual for new and returning staff
- _____ Ensure implementation of curriculum and planning in Health and Safety to include Pedestrian Safety
- _____ Begin observations from referrals as needed
- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed
- _____ Assist with Week of the Young Child activities
- _____ Generate ideas for program revision for next year from Education staff to include:
 1. Policies and Procedures
 2. Forms
 3. Staff Development Plan (trainings to acquire, job descriptions, career ladders)

EDUCATION MANAGER/LITERACY SPECIALIST TIMELINES

Education Manager _____ Date _____

Supervisor _____ Date _____

APRIL

- _____ Complete observations per Education Observation Schedule
- _____ Schedule monthly (and as needed) mentor-coaching meetings with education staff
- _____ Ensure appropriate completion of monthly Education Assessment Schedule tasks by teachers
- _____ Arrange for coverage in classrooms/substitutes or volunteers as needed
- _____ Month End Report to include, Education Timelines, observations, and monitors
- _____ Review Teacher Assistant observations-complete Responsive Observation form for Teacher/CFA regarding TA observation
- _____ Participate in education planning meetings
- _____ Review education staff timelines and electronic month end
- _____ Review File Check and address issues or concerns
- _____ Monitor data entry into Child Plus by teachers for completion/accuracy
- _____ Provide Education/disabilities Cluster Training as needed
- _____ Review Professional Development Plan and Growth and Improvement Plan with returning staff/review job description and training manual for new and returning staff
- _____ Ensure implementation of curriculum and planning in Health and Safety to include Pedestrian Safety
- _____ Begin observations from referrals as needed
- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed
- _____ Assist staff to prepare and do transition home visit and/or Field trip to Kindergartens/Head Start classrooms
- _____ Submit ideas for revision for next program year, to include:
 1. Policies and Procedures
 2. Forms
 3. Staff Development Plan (trainings to acquire, job descriptions, career ladders)

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MAY

- _____ Complete observations per Education Observation Schedule
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- _____ Review File Check and address issues or concerns
- _____ Monitor data entry into Child Plus by teachers for completion/accuracy
- _____ Provide Education/disabilities Cluster Training as needed
- _____ Review Professional Development Plan and Growth and Improvement Plan with returning staff/review job description and training manual for new and returning staff
- _____ Ensure implementation of curriculum and planning in Health and Safety to include Pedestrian Safety
- _____ Begin observations from referrals as needed
- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed
- _____ Assist education staff with closure of part day/part year programs to include:
 - * Preparation of children's files for transfer/storage
 - * Classroom cleaning and closure
 - * Month end reports/attendance
 - * Ensure completion/accuracy of Child Plus data entry
 - * Ensure year-end checklists are completed and submitted before check-out
- _____ Review center ordering - make changes as needed
- _____ Assist in the to completion of the PIR report
- _____ Begin process to request materials for next program year: supplies and equipment, resource books, curriculum kits, pamphlets, and handouts

EDUCATION MANAGER/LITERACY SPECIALIST TIMELINES

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JUNE

- _____ Complete observations per Education Observation Schedule
- _____ Schedule monthly (and as needed) mentor-coaching meetings with education staff
- _____ Ensure appropriate completion of monthly Education Assessment Schedule tasks by teachers
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- _____ Ensure implementation of curriculum and planning in Health and Safety to include Pedestrian Safety
- _____ Begin observations from referrals as needed
- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed
- _____ Assist education staff with closure of full day part-year program to include:
 - * Preparation of children's files for transfer/storage
 - * Classroom cleaning and closure
 - * Month end reports/attendance
 - * Ensure completion/accuracy of Child Plus data entry
 - * Ensure year-end checklists are completed and submitted before checkout
- _____ Assist full day full year staff to determine needed resources for classrooms-review orders submitted for next program year
- _____ Facilitate transition from EHS center base to home base as needed
- _____ Monitor Home Base activities
- _____ Monitor Home Base activities as appropriate
- _____ Arrange for coverage in classrooms/substitutes or volunteers as needed
- _____ Assist with revision of timelines and policies as directed by Ed/Disabilities Director

EDUCATION MANAGER/LITERACY SPECIALIST TIMELINES

Education Staff _____ Date _____

Supervisor _____ Date _____

JULY

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- _____ Schedule monthly (and as needed) mentor-coaching meetings with education staff
- _____ Ensure appropriate completion of monthly Education Assessment Schedule tasks by teachers
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- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed
- _____ Assist education staff with closure of full day full year program to include:
 - * Preparation of children's files for transfer/storage
 - * Classroom cleaning and closure
 - * Month end reports/attendance
 - * Ensure completion/accuracy of Child Plus data entry
 - * Ensure year-end checklists are completed and submitted before checkout
- _____ Assist full day full year staff to determine needed resources for classrooms-review orders submitted for next program year
- _____ Facilitate transition from EHS center base to home base as needed
- _____ Monitor Home Base activities as appropriate
- _____ Participate in/provide input for Strategic Planning as required
- _____ Provide Education Director with list of possible RIF donors (names, addresses, titles)

EDUCATION MANAGER/LITERACY SPECIALIST TIMELINES

Education Staff _____ Date _____

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AUGUST

- _____ Complete observations per Education Observation Schedule
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- _____ Month End Report to include, Education Timelines, observations, and monitors
- _____ Participate in education planning meetings
- _____ Review education staff timelines and electronic month end
- _____ Monitor data entry into Child Plus by teachers for completion/accuracy
- _____ Provide Education/disabilities Cluster Training as needed
- _____ Review Professional Development Plan and Growth and Improvement Plan with returning staff/review job description and training manual for new and returning staff
- _____ Assist Education Director in monitoring transitioning activities of EHS children to Head Start
- _____ Participate in RIF activities as appropriate
- _____ Provide input/participate in Education meetings/committees as appropriate
- _____ Review/ensure Professional Development Plan Performance Evaluations and Growth & Improvement Plans for education staff are completed appropriately
- _____ Assist with interviews for education staff as needed
- _____ Ensure distribution of education forms
- _____ Assist in orienting and training new teaching staff
- _____ Participate in planning and implementing HS/EHS Pre-service as requested
- _____ Update education staff on new information to include.
- _____ Ensure that staff plan training activities for parents on how to be a classroom volunteer
- _____ Assist with finalization of revisions as directed by Ed/Disabilities Director

Reviewed & Updated 6/23/11