

Family and Community Development Director Time Lines

JUNE

- Review all policies and procedures in Family and Community Development for revision. Make changes as indicated from self-assessment.
- Review and make changes in work plan as indicated from self assessment (Dan Cheryl, Chris)
- Review and make changes in forms as indicated from revision (Dan Cheryl, Chris)
- Review and make changes in family development for the computer data program
- Attend all required meetings
- Review all job descriptions for positions supervised
- Write all grants assigned
- Monitor recruitment and selection process
- Complete all performance evaluations due

JULY

- Complete revision of policies, procedures, forms, work plan and job descriptions from June
- Attend all meetings required
- Ensure new material and equipment for Family Development are requisitioned and submitted to the Administrative Services Manager
- Complete all grants required
- Provide recommendations and assistance for planning of the program's training plan
- Review and develop activities for the assigned program's goal committee
- Ensure all child care billings are completed and submitted on time

AUGUST

- Chair meeting to plan for recruitment, selection and enrollment.
- Ensure all materials are ready for the files
- Ensure all selection material is completed and returned
- Develop training materials for staff

- Ensure all files for the program are complete and ready for distribution, including community resource directory and parent calendars
- Attend all required meetings
- Complete all performance evaluations due
- Complete all required monthly reports
- Co-chair program goal committee

SEPTEMBER

- Ensure all Child/family files for the program are distributed.
- Ensure full enrollment for the program and ensure class lists are complete
- Attend all required meetings
- Provide training to staff and parents per request
- Complete all required monthly reports
- Attend monthly center team meetings to provide training and answer questions about social services and policies and procedures on referral, emergencies, family partnership plan, enrollment, files parent involvement and center day and confidentiality.

OCTOBER

- Attend all required meetings
- Complete all required monthly reports
- Complete program monitors of contract sites and provide a written report to Executive Director
- Provide training as requested
- Provide direction and guidance for component meeting
- Attend monthly center team meetings as requested
- Attend Center Day as requested
- Ensure Family Partnership Plans have begun and community partners are involved in developing the family plan
- Promote a program volunteer plan

- Promote an emergent literacy program for staff and families
- Promote program advocacy and community involvement with staff and family
- Ensure parent education/support groups are implemented and carried out on a monthly basis

NOVEMBER

- Attend all required meetings
- Complete all required monthly reports
- Provide training as requested
- Attend monthly team meetings as requested

DECEMBER

- Attend all required meetings
- Complete and submit all required monthly reports
- Attend monthly team meetings as requested

JANUARY

- Attend all required meetings
- Complete and submit all required monthly reports
- Provide training as requested
- Ensure planning for Wellness Day begins
- Provide performance evaluations as needed
- Begin revision process
- Complete program monitors of contract sites and provide a written report to Executive Director

FEBRUARY

- Attend all required meetings

- Complete and submit all required monthly reports
- Continue revision process
- Continue planning for Wellness Day
- Provide training as requested
- Attend Center team meetings as requested
- Write grants as requested

MARCH

- Attend all required meetings
- Complete and submit all required monthly reports
- Continue revision process
- Continue planning for Wellness Day
- Attend Center team meetings as requested
- Ensure all forms and materials needing to be copied for the program year are submitted for printing.

APRIL

- Chair selection committee
- Continue revision process
- Write grants as requested
- Ensure recruitment process is implemented
- Provide training as requested
- Ensure Wellness Day is implemented
- Complete program monitors of contract sites and provide a written report to Executive Director

MAY

- Ensure the completion of the PIR
- Attend all required meetings

- Complete all required performance evaluations
- Complete revision process started in January
- Provide training as requested
- Complete all required monthly reports
- Ensure the returning student files are secured for the summer
- Ensure program is at full enrollment by the end of the first week in August of each program year
- Ensure letters for recruitment are sent to AFS families in program service area
- Write grants as requested