

# Administrator/FACE Coordinator Accountability Checklist

The purpose of this tool is to assist the FACE team in identifying who will take responsibility for each of these leadership and administrative tasks that are essential to the success of FACE.

Discuss with the whole team. Be as specific as possible as to who is the responsible person(s).

Task	Person(s) responsible
<b>Team/FACE Programming</b>	
Provide leadership in the weekly team meeting	
Distribute and keep master copies of the team meeting notes	
Review and interpret the FACE Guidelines for the team	
Lead the team to complete the FACE Implementation Standards	
Lead the team to complete and periodically review FACE Action Plans	
Help the team resolve conflicts	
Lead the team to develop and maintain FACE program policies	
Ensure that an up-to-date FACE brochure is published and distributed	
Ensure current and accurate Imagination Library enrollment and distribution	
Facilitate and monitor transition planning and Individual Family Transition Plans	
Facilitate and monitor referrals—special needs for children and families	
Prepare staff for technical assistance visits from PAT, NCFL, BIE	
Participate in technical assistance visits	
Review technical assistance reports; discuss strengths and recommendations	
Inform Supervisory Education Specialist-Early Childhood (SES-EC) if something will affect staff participation in a technical assistance visit or professional development	
Ensure that all special initiatives meet all requirements from BIE	
<b>Staffing/Personnel</b>	
Hire and maintain a full and qualified staff	
Monitor teacher and parent educator certification	
Ensure staff attends and completes all required professional development	
Complete a formal observation of each team member in his or her job	
Discuss individual job performance and professional growth plan with each team member	
Discuss sensitive issues with the team and individuals (includes reflective supervision for parent educators)	
Approve and/or establish program schedules and calendars	
Approve timesheets	

**Task****Person(s) responsible****Budget**

Manage the FACE budget effectively	
Communicate about the budget with the team	
Review and approve requisitions in a timely way	
Monitor transportation and resolve issues	
Maintain up-to-date USDA documentation for free and reduced meals for FACE families	
Review and approve field trips	
Review and approve travel for professional development	

**Recordkeeping/Accountability**

Review child, adult and family files to ensure that they are current and complete (quarterly)	
Review assessments, testing, and screenings to ensure they are current and complete for children and adults	
Review and approve parent educator schedules	
Review and approve lesson plans for both adults and children	
Submit EOWPVT results to NCFL according to timeline	

**FACE-School-Community Communication**

Facilitate community and school-wide collaboration	
Be a spokesperson for FACE in the school, the tribal council, and the larger community	
Make presentations and updates about FACE to the school board	
Ensure that FACE is represented in the school-wide plan	
Answer questions and resolve concerns parents/families have in relation to FACE	
Serve on school committees	

**FACE-BIE Communication**

Attend administrator/coordinator trainings	
Communicate openly with BIE	
Contact SES-EC with concerns/questions	
Submit FACE budget to SES-EC in a timely way	
Submit the FACE Implementation Standards to SES-EC	
Submit the FACE Action Plans to SES-EC	
Share communications from BIE with FACE team	

**FACE-RTA Communication**

Ensure that the monthly report is completed and that each part of the program is represented in the narrative section	
Fax or e-mail the report to BIE, RTA, PAT, NCFL by the 5 <sup>th</sup> of each month	
Submit required end-of-year documentation by the due date	

**FACE-PAT Communication**

Participate on Technical Assistance calls	
Support parent educators in submitting the Affiliate Performance Report	