

# ADMINISTRATIVE OPPORTUNITIES

We are here to support all staff, including our administrators. Check out these opportunities designed specifically with administrative tasks in mind!

DM

## Director Meetings

All directors and assistant directors are encouraged to attend. In these quarterly meetings, we will discuss updates common to all centers, new trends from ECO and much more! \*\*Registration is not required for Director Meetings!

**Facilitator:** Alison Earnest

**Dates and Time:** Thursdays, 9/4; 12/4; 3/5; 6/4 from 10:00 -11:30 am

**Location:** Hybrid

ECM

## Education Coordinator Meetings

These sessions are for education coordinators at all sites in Summit County. Every other month, meetings will be held for networking, sharing ideas, discussing how to support teachers with observing and entering GOLD data, and reviewing reports that can be generated from Teaching Strategies. \*Dates and times could be subject to change due to group availability. \* \*\*Registration is not required for these Meetings!

**Who Should Attend:** Educational Coordinators

**Facilitators:** Jessee Blumentritt

**Dates and Time:** Wednesdays 3-4 PM on 9/10, 11/12, 1/14, 3/11, 5/13, 7/8

**Location:** Virtual Zoom Meeting



## LIAISONS

Programs with over 50 children may identify up to three Liaisons; Two SEALs and one CCHL or Two CCHL and one SEAL

Child Health Liaison and SEAL Supplements will be awarded in September. The award time frame will run September to August, applications opening September 1 upon completion of set initiatives for each Liaison.

ALL LIAISONS MUST CONTACT Kim Theller FOR THE WORKSHEET. The goal worksheet requires initiatives, action steps, and evaluation pieces that are outlined.

To receive the Child Health Liaison or Social Emotional Action Leader Right Start Salary Supplement, liaisons must:

- CCHL must complete the *Child Health Liaison Course* and SEAL must complete all 18 Pyramid sessions.
- Submit a copy of the Certificate of Completion along with a completed application on Early Childhood Options online platform. <http://ecor.smapply.org/>
- Work a minimum of 20 hours in a licensed child care center program in Summit County.
- Attend at least two group meetings per year. One on one meetings will occur more often.
- Implement and evaluate ONE annual community initiative.
- Implement and evaluate TWO annual program initiatives.
- Liaisons will commit to working at least 2 hours per month outside of regularly scheduled work hours to fulfill community and program initiatives.
- Fulfill childcare licensing and best practices.
- Inform parents of Health Liaisons and/or Seal initiative (s).

Center Directors must notify Early Childhood Options if a change in Liaison is made. The participant must acknowledge that Early Childhood Options will send a 1099-MISC at the end of the year if more than \$600 is paid to the individual, and it is the individual's responsibility to claim this as income on taxes. Prior to receiving payment, a W9 must be filled out and filed via Survey Monkey from the link provided.

Please call 970-406-3074 with any questions. Email the completed contract to Kimberly Theller - [kim@earlychildhoodoptions.org](mailto:kim@earlychildhoodoptions.org).