Canterbury School Readiness Liaison Responsibilities

Canterbury School Readiness Council (SRC) Meetings

\* Develop and disseminate meeting agendas
\* Keep and disseminate meeting minutes
\* Provide research, state and federal information about early childhood
\* Coordinate activities as determined for the quality enhancement grants
\* Develop task and timeline list for reports and grants

School Readiness Liaison with the CSDE Office of Early Childhood (OEC)

\* Attend required state meetings
\* Share information from meetings with School Readiness Council and CES

Applications/reports for School Readiness and Quality Enhancement Grants

\* Write Community School Readiness and Quality Enhancement Grant RFPs

\* Complete annual Community School Readiness/ Quality Enhancement (CRPPES); as well, Community Unmet Needs report

SR Classroom Monitoring

\* Conduct on-site monitoring reviews with components as required by SR grant program a minimum of 3x
\* Share findings/report with program administrator
\* Monitor NAEYC accreditation timelines and send reminder to administrator
\* Monitor compliance with program requirements
\* Complete and submit monthly reports to the OEC

Collaboration/Coordination of community efforts

\* Facilitate assessment of needs and set priorities

NAEYC Accreditation

\* Provide consultation to administrator on updates and plans to stay current
\* Available for responding to questions related to NAEYC accreditation

The School Readiness Liaison will work with the local fiscal agent to insure the proper expenditure of SR Funds (as per the General Policy with regard to the role of the SR liaison).