**Credential AREA:Illinois Director Credential (Level I)****TOPIC: Legal & Fiscal Management Assessment** **Example**

**Policies & Procedures Handbook**

**I. Assessment Competency & Standard Alignment**

|  |
| --- |
| **Gateways Competencies Assessed** |
|
| **LFM1**: Develop policies and procedures and implement best practices in alignment with federal, state, and local mandates |
| **LFM2**: Develop fiscal policies and procedures and implement best practices to support sound fiscal operations |

|  |
| --- |
| **Suggested Competency Cross-Alignments**  (with a few edits to this assessment task, these additional competencies could also be assessed with this task) |
| **HRD1**:  Develop and implement written policies in accordance with best practice for hiring, onboarding, and mentoring staff in accordance with legal mandates and professional standards |
| **MPR1**: Develop and/or implement strategic marketing and/or public relations strategies to build or sustain a high-quality program |
| **POFM1**: Develop plans and procedures that ensure healthy, nutritious, and safe program and facility operations |
| **TEC1**: Demonstrate technological literacy |

**II. Assessment Task Description/ Directions**

**Overview:**

Adherence to legal and fiscal policies is a critical component of the administrative role. In this assessment, you are required to outline legal and fiscal policies and procedures for an early childhood/ school-age organization.

|  |  |
| --- | --- |
| **Option 1**  (for those wanting to become leaders in the field) | **Option 2**  (for those who are already leaders in the field at a licensed site) |
| * Develop legal and fiscal policies & procedures handbook for an identified program/ center/ school or a hypothetical one | * Refine and update or develop a legal and fiscal policies & procedures handbook for your program/ school/ center |

**Specific Steps for Option 1**

This task consists of two main parts, including:

**Part 1: Legal Policies & Procedures Section**

* For Part I of your handbook, you will develop legal policies and procedures for an identified program/ center/ school or a hypothetical one
* You are required to identify the type of early childhood/ school-age organization for which you are developing policies and procedures
* All policies and procedures should represent evidence-based practices, as well as state, federal and local mandates
* Your legal policies and procedures should include but are not limited to, the following:
  + Reporting policies, procedures, and training for staff regarding identification and reporting of child abuse and neglect
  + Policies, procedures, and training for staff regarding the inclusion of children with special needs
  + Policies, procedures, and training for staff regarding the confidentiality of work-related information

**Part 2: Fiscal Policies & Procedures Section**

* For Part 2 of your handbook, you will identify appropriate fiscal policies and procedures that reflect evidence-based practice in the field and are aligned with state, federal, and local mandates for your hypothetical or target center/ organization/ school
* Your fiscal policies and procedures should also include those related to, but not limited to, the following annual budgetary expenses for your hypothetical or target center/ school/ organization:
  + Salaries & Benefits
  + Equipment upgrades, depreciation, & repair
  + Supplies & Materials
  + Food service
  + Parent training
  + Staff training and professional development

**Technology Option:**

- Online Excel or budgetary program to develop the annual budget

* + Excursions and special activities
  + Ongoing recruitment/ marketing
  + Telephone
  + Postage
  + Printing
  + Uncollected fees
  + Revenue
  + Tuition (including daily, ½ day, hourly rates and sliding scale parameters)
  + Fees (including registration, diaper, late, late payment, vacation etc.)
  + Bookkeeping system and tuition collection policies for assessing, billing and collecting fees and tuition
  + Basic fundraising activities
  + Basic grant solicitation
  + Petty cash use and reimbursement system

**Specific Steps for Option 2**

This task consists of two main parts, including:

**Part 1: Legal Policies & Procedures Section**

* For Part I of your handbook, you will update and refine or develop legal policies and procedures for your program/ school/ center
* You are required to identify the type of early childhood/ school-age organization in which you are employed and for which you are developing policies and procedures
* All policies and procedures should represent evidence-based practices, as well as state, federal and local mandates
* Your legal policies and procedures should include but are not limited to, the following:
  + Reporting policies, procedures, and training for staff regarding identification and reporting of child abuse and neglect
  + Policies, procedures, and training for staff regarding the inclusion of children with special needs
  + Policies, procedures, and training for staff regarding the confidentiality of work-related information

**Part 2: Fiscal Policies & Procedures Section**

* For Part 2 of your handbook, you will identify appropriate fiscal policies and procedures that reflect evidence-based practice in the field and are aligned with state, federal, and local mandates for your program/ school/ center
* Your fiscal policies and procedures should also include those related to, but not limited to, the following annual budgetary expenses for your program/ school/ center:
  + Salaries & Benefits
  + Equipment upgrades, depreciation, & repair
  + Supplies & Materials
  + Food service

**Technology Option:**

- Online Excel or budgetary program to develop the annual budget

* + Parent training
  + Staff training and professional development
  + Excursions and special activities
  + Ongoing recruitment/ marketing
  + Telephone
  + Postage
  + Printing
  + Uncollected fees
  + Revenue
  + Tuition (including daily, ½ day, hourly rates and sliding scale parameters)
  + Fees (including registration, diaper, late, late payment, vacation etc.)
  + Bookkeeping system and tuition collection policies for assessing, billing and collecting fees and tuition
  + Basic fundraising activities
  + Basic grant solicitation
  + Petty cash use and reimbursement system

**III. Assessment Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **IDC Legal & Fiscal Management Master Rubric** | | | | | |
| **Competency** | **Distinguished** | **Competent** | **Developing** | **Unacceptable** | **Unable to Assess** |
| **LFM1**: Develop policies and procedures and implement best practices in alignment with federal, state, and local mandates | Articulates and models for other ECE professionals, policies and procedures that are examples of best practices and are in alignment with federal, state, and local mandates | Policies comply with federal and state laws related to wages and working conditions, inclusive of mechanisms for recourse and adjustment  Identify appropriate legal resources to support effective program administration  Develop effective policies, procedures, and training for staff regarding the identification and reporting of child abuse and neglect  Develop effective policies, procedures, and training for staff regarding inclusion of children with special needs in accordance with the Americans with Disabilities Act and/or the Individuals with Disability in Education Act and the confidentiality of work-related information | Update/implement policies to comply with federal and state laws related to wages and working conditions  Identify legal resources to support program administration  Develop policies, procedures, and training for staff regarding the identification and reporting of child abuse and neglect  Develop effective policies, procedures, and training for staff regarding inclusion of children with special needs and the confidentiality of work-related information | Update/implement policies without complying with federal and state laws related to wages and working conditions  Ineffective legal resources supportive of program administration are identified  Policies, procedures, and training for staff are incorrect/incomplete in supporting identification and reporting of child abuse and neglect  Policies, procedures, and training for staff are not responsive to inclusion of children with special needs and the confidentiality of work-related information |  |
| **Competency** | **Distinguished** | **Competent** | **Developing** | **Unacceptable** | **Unable to Assess** |
| **LFM2**: Develop fiscal policies and procedures and implement best practices to support sound fiscal operations | Articulates and models for other ECE professionals, fiscal policies that are examples of best practices and are in alignment with federal, state, and local mandates | Develop and/or implement an effective operating budget and accounting policy that protects against mismanagement of funds  Develop and/or implement appropriate short and long-range fundraising goals and grant proposals that support a program’s mission | Formulates center/program fiscal policies and attempts to align with federal, state, and local mandates | Creates center/program fiscal policies that do not reflect best practices or align applicable mandates |  |

Level I—Beige

**IV. Data Collection & Analysis Tool**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Competencies** | **Cumulative Assessment Data** | | | | |
| **Competency** | **Distinguished** | **Proficient** | **Needs Improvement** | **Unsatisfactory** | **Unable to Assess** |
| **LFM1**: Develop policies and procedures and implement best practices in alignment with federal, state, and local mandates |  |  |  |  |  |
| **LFM2**: Develop fiscal policies and procedures and implement best practices to support sound fiscal operations |  |  |  |  |  |