

## **Project Coordinator Responsibilities**

The MOU outlined the Project Coordinator's responsibilities in purposefully broad strokes so they could evolve to address the needs of the colleges and the project. Those responsibilities included:

- Support each college pursuing accreditation to timely complete and submit the NAEYC application.
- Secure signed copies of the MOU, Letter of Support and Reporting Requirements from the colleges.
- Review the initial budget requests from the colleges for the first disbursement and subsequent requests each January.
- Coordinate with the Project Facilitator (Clayton Early Learning) accounting department to issue the disbursement after the budget reviews.
- Develop reporting forms for the college to complete each semester.
- Maintain open relationships and contact with each college's designated contract person or team.
- Send email reminders of report due dates.
- Share resource and research information to assist with the self-study.
- Review the quarterly reports to assess progress, identify technical assistance needs, and monitor use of funds.
- Arrange face-to-face, phone or email contacts as needed (after a review of the reports or when requested by the college).
- Support colleges to complete the self-study report pursuant to a flexible project timeline (review each section as it was submitted for content, forward it to the writer/editor for editing, and then return to the college to manage the proposed edits).
- Work with each college to coordinate funds (and in some cases the arrangements) to support the accreditation peer review visits or the program improvement state visits.
- Review the documentation that colleges prepared for their peer review or state visits.
- Assemble the teams for the state program improvement visits.
- Establish the Design Team for the Summer Faculty Professional Development Institutes.
- Manage Institute planning, including location, presenters, materials, food and other matters.
- Arrange for meetings and follow-up among the colleges and among the colleges and the state partners as needed.
- Attend the NAEYC Professional Development Institute for professional development as well as to coordinate college representatives who attended.
- Contribute to efforts to disseminate information about the project at its conclusion.