



# STAKEHOLDER ROLES AND RESPONSIBILITIES

## PARTICIPATING SCHOOL DISTRICTS

1. Work with local First Steps partnership to identify and recruit families/children.
2. Work with local First Steps partnership to identify and recruit home visitors who are kindergarten teachers who will have assigned children in their classrooms in August.
  - a. Recommended: home visitors who can provide the visits in the language of the parents.
3. Assure necessary forms are completed (for example, parent consent, family eligibility determination); file in secure location.
4. Assure that kindergarten classrooms are ready for visits by parents and children for final (6<sup>th</sup>) Countdown visit. Generally, if the classroom has been cleaned by August 1, the kindergarten teacher has time to prepare for these visits.
5. As appropriate share information on Countdown program with media.
6. Like the Countdown to Kindergarten Facebook page, like and share posts, encourage Countdown families to do the same.

## KINDERGARTEN TEACHERS / HOME VISITORS

1. Complete required trainings.
2. Schedule and conduct the 5 hour-long home visits (in the home preferred).
3. Schedule and conduct 6<sup>th</sup> hour-long classroom visits.
4. Assure that parent(s)/primary caregiver(s) are engaged in home visits the entire 60 minutes.
5. Complete necessary paperwork (Memorandum of Agreement, confidentiality form, Record of Home Visits) and submit to First Steps partnership.
6. Assure necessary documents are completed by parents (Parent Consent and Authorization Form and Privacy Statement, Family Commitment Form, Family Eligibility Determination Form, Family Information Sheet); submit to First Steps partnership.
7. Submit paperwork to the local First Steps partnership as directed.

8. Complete and enter teacher survey.
9. Follow instructions from local partnership on data entry of parent surveys.
10. Join and participate in Countdown to Kindergarten online support and reflective supervision opportunities.
11. Like the Countdown to Kindergarten Facebook page, like and share posts, encourage Countdown families to do the same.
12. Contact local First Steps partnership if concerns arise.

## **LOCAL FIRST STEPS PARTNERSHIPS**

1. Submit “Numbers to Serve” form as instructed.
2. Share relevant information to media regarding Countdown program.
3. Prepare documents for delivery of curriculum—photocopy curriculum and other documents as needed.
4. Make assurances all data is entered (parent, CTK home visitor, FSDC). Collect required paperwork from home visitors.
5. Support SCFS in seeing that home visitors receive mandatory training.
6. Provide training of home visitors in requirements for employment, documentation requirements, etc.
7. Put “Profile of the Ready Kindergartener” in each toolkit.
8. Keep a log of the names and email addresses of CTK home visitors.
9. Like the Countdown to Kindergarten Facebook page, like and share posts, encourage Countdown families to do the same.

## **STATE OFFICE OF FIRST STEPS**

1. Provide training of home visitors.
2. Assure all documents are appropriate and up to date.
3. Provide necessary forms and documents (Numbers to Serve form, etc.).
4. Provide support on budget spending plan and Numbers to Serve form.
5. Provide timely payments based on receipt of invoices.
6. Analyze data—SCFS data, surveys, etc.
7. Like the Countdown to Kindergarten Facebook page, like and share posts, encourage Countdown families to do the same.