

COOPERATIVE AGREEMENT

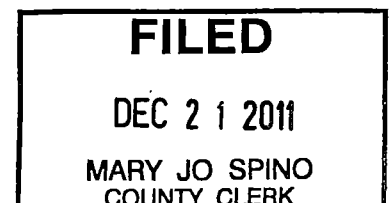
AN AGREEMENT by and between **Jackson County, Missouri**, a Constitutional Home Rule County, hereinafter called "the County" and **United Inner City Services**, 2008 East 12th Street, Kansas City, MO, 64127 hereinafter called "UICS."

WHEREAS, the County and UICS desire to enter into an Agreement to provide funding to be used in the areas of art education, youth services, and child development; and,

WHEREAS, the County deems it to be in the best interest of its citizenry to support such programs and activities;

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, the County and UICS respectively promise, covenant and agree with each other as follows:

1. **Services.** UICS shall provide services relating to art education, youth services, and child development programs, in accordance with the proposal and budget attached hereto as Exhibit A.
2. **Terms of Payment.** The County agrees to pay to UICS the total amount of \$50,000.00 in quarterly installments of \$12,500.00. Payments shall be made upon the County's receipt of the reports as set forth in paragraph 3 hereof.
3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, UICS shall submit a quarterly report, including cancelled checks and/or a copy of the face of the check and corresponding bank statements, invoices, and any other documents requested by the Director of Finance and Purchasing, to



establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The last quarter's report shall include an annual report which shall summarize all of UICS's activities pursuant to this Agreement. UICS's failure to submit this annual report shall disqualify UICS from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract until the contracting agency shall have submitted to the County's Director of Finance and Purchasing (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) an audited financial statement for the agency's most recent fiscal year; (3) the agency's most recent IRS Form 990, if applicable, (4) a statement of the agency's total budget for its most recent fiscal year; and (5) a detailed explanation of actual expenditures of County funds pertaining to final payments and payments on contracts for future years.

5. **Audit.** The County further reserves the right to examine and audit, during reasonable office hours, the books and records of UICS pertaining to its finances and operations.

6. **Default.** If UICS shall default in the performance or observation of any term or condition of this Agreement, the County shall give written notice setting forth the default and the correction required. If said default shall continue and not be corrected by UICS within ten days of its receipt of said notice, the County may, at its election, terminate the Agreement and withhold any payments not yet made. Said election shall not in any way limit the County's right to seek legal redress.

7. **Conflict of Interest.** UICS warrants that no officer or employee of the

County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this Agreement.

8. **Severability.** If any covenant or other provision of this Agreement is invalid or incapable of being enforced by reasons of any rule of law or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and effect and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

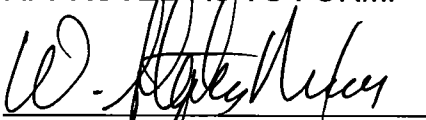
9. **Term.** This Agreement shall be effective December 1, 2011, and shall terminate on December 31, 2012.

10. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and UICS shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including reasonable attorney's fees directly related thereto) including but not limited to violation of civil rights and/or bodily injury to or death of any person and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of UICS during the performance of this Agreement.

11. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 21 day of December, 2011.

APPROVED AS TO FORM:



W. Stephen Nixon
County Counselor

JACKSON COUNTY, MISSOURI

By: 

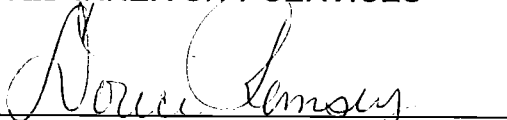
Michael D. Sanders
County Executive

ATTEST:



Mary Jo Spino
Clerk of the Legislature

UNITED INNER CITY SERVICES

By: 

Executive Director

44-0646347

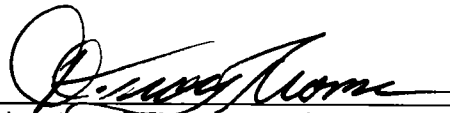
Federal I.D. or S.S. #

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$50,000.00 which is hereby authorized.

December 19, 2011

Date



Director of Finance and Purchasing
Account No. 002-7736-56789

03012011033



OUTSIDE AGENCY FUNDING REQUEST FORM 2012 BUDGET

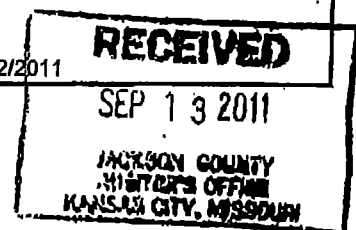
415 E 12th Street, 2nd Floor
Kansas City, MO 64106

Email: auditor@jacksongov.org

Section A: Organization or Agency Information	page 1
Section B: Agency's 2011 and 2012 Revenue Information	page 2
Section C: Individual Program Budget	page 3
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Section E: Summary of Request by Program	page 9

Section A: Organization or Agency Information

Name:	United Inner City Services		
Address:	2008 E 12th Street		
Phone No:	816-994-5400	Fax:	816-421-5072
Website Address:	UICSKC.COM		
Federal Tax ID No:	44-0646347	Fiscal Year Cycle:	January - December
Executive Director:	Ms. Dorice Ramsey		
Name and Title of Principal Contact Person:	Dorice Ramsey		
Phone No:	816-994-5413	Email Address:	dramheadstart@yahoo.com
Submittal of this request has been authorized by: UICS Board of Directors			
Date:	9/12/2011		



Section A

Section B: Agency's 2011 and 2012 Revenue Information

Agency's 2012 Projected Revenue Information

Funding Entity	Agency's 2012 Total Projected Revenue Source You Will Request 2012 Funding From	Projected Amount	% of Total Revenue
Federal	Head Start, CACFP	\$ 280,000	22
State	Division of Family Services	\$ 132,000	11
Jackson County	Outside Agency Funding	\$ 258,000	21
Other Counties		\$ -	0
City	CDBG	\$ 78,500	6
Charity/Donations	Foundations, Business, Individual, United Way	\$ 375,000	30
Fundraisers	Annual Fundraiser	\$ 50,000	4
Other	Program Fees	\$ 82,000	7
2012 Total Projected Revenue		\$ 1,255,500	

Agency's 2011 Revenue Information

Funding Entity	Agency's 2011 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	Head Start, CACFP	\$ 278,000	23
State	Division of Family Services	\$ 132,000	11
Jackson County	Outside Agency Funding	\$ 213,860	18
Other Counties		\$ -	0
City	CDBG	\$ 88,000	7
Charity/Donations	Foundations, Business, Individual, United Way	\$ 378,815	31
Fundraisers	Annual Fundraiser	\$ 45,000	4
Other (please list)	Program Fees	\$ 78,000	6
2011 Total Revenue		\$ 1,213,675	
If your agency received funding from Jackson County in 2011, please identify the funding source, amount and program name below.			
Jackson County Funding Source	Yes	No	Amount Program Name
COMBAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Mental Health Levy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Housing Resources Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 213,860 St. Mark Child Development
2011 Total Jackson County Funding		\$ 213,860	
Did your agency receive funding or resources in 2011 from either of the following?			
Mid America Regional Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Harvesters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -

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SUPPORTS OFFICE
KANSAAS CITY, MISSOURI

Section C: 2012 Program Budget

Complete a separate program budget for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

Personal Services			
For each salary request below please attach a job description or duties.			
Position / Title	Total Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Bobbye Fuller/Director of Childcare	42000	100%	\$ 42,000
Vicki Lockett/Family Advocate	35000	100%	\$ 35,000
Kevin Jones/Administration	44000	100%	\$ 44,000
1.5 Denmon/Smith/Reception-Clerk	33540	100%	\$ 33,540
2 classroom aides	43890	100%	\$ 43,890
Dorice Ramsey/Administration	65000	50%	\$ 32,500
Total Salaries			\$ 230,930
Total Benefits			\$ 27,070
Total Personal Services			\$ 258,000
Contractual Services			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Contractual Services			\$ -
Supplies			
Classroom Art Supplies and Equipment			\$ 10,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Supplies			\$ 10,000

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JACKSON COUNTY
AUDITOR'S OFFICE
KANSAAS CITY, MISSOURI

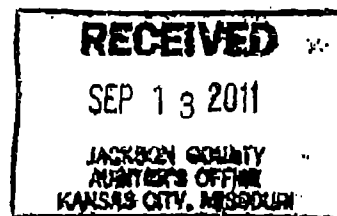
Total Program Request \$ 268,000

Child Care Director (B. Fuller)

Role: Coordinate all aspects of the center including ensuring compliance with all applicable licensing, regulatory, and accrediting agencies. Ensures best practices and developmentally appropriate practices are adhered to at all times. Provides overall supervision of the summer camp programming

Essential Responsibilities and Duties:

- Ensures that program is operating in accordance with all reporting agencies rules and regulations and updates and submits licensing paperwork for license renewal every 2 years.
- Inspects facilities for compliance with health, safety, fire and other regulations
- Recruits, selects, trains and evaluates the staff
- Ensures that all staff and volunteers receive appropriate orientation and training
- Completes monthly classroom observation, provides feedback, determines training needs for staff
- Completes monthly reports (CACFP, CAPP, Work Plan)
- Enters Head Start information into Child Plus (developmental screenings, parent teacher conferences, home visits, EDECA's and assessments
- Maintains confidentiality of all family and child records and all matters relating to families.
- Conducts monthly staff meeting
- Responds to the needs of staff and mediate in case of staff conflict
- Positively promote the program and its philosophy, goals and work with programs to community groups and maintain positive public relations with the community
- Meets with parents as necessary to resolve classroom issues
- Performs other duties as they relate to the team-approach



Family Advocate (V. Lockett)

Essential Duties and Responsibilities

Enrollment

- Recruits families into the program
- Completes enrollment applications
- Completes family needs assessment and goals at the time of application and develop an action plan or referrals if necessary
- Maintains a waiting list for participants
- Explains program services and procedures

Health

- Schedules health screenings with community partners
- Tracks health needs to ensure they are done in a timely manner
- Follows up on health referrals

Data Entry

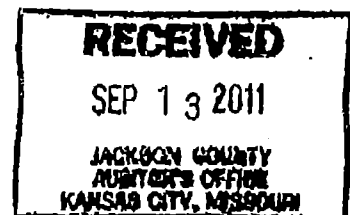
- Enters Daily Attendance
- Enters all health information
- Enters all data from enrollment application

Parent Involvement

- Schedules parent involvement activities
- Makes and maintain community resources
- Responds to parent complaints and suggestions
- Establishes a parent committee at Center level

Clerical

- Updates applications for re-enrollees each program year
- Keeps children's files updated
- Prepares monthly newsletter
- Prepares reports for attendance, PIR and IN-kind



Executive Assistant (K. Jones)

Role: Provides full administrative and organization support to the Executive Director. Acts as liaison between summer camp in 1101 Euclid facility and the main building

Essential Duties and Responsibilities:

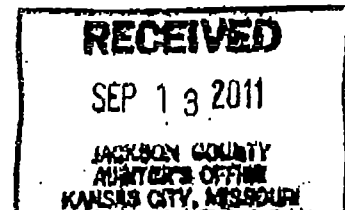
- Provides support to Deputy Director, Leadership Team members as needed
- Organizes and maintain filing system for ED and Board of Directors
- Takes minutes, prepare necessary documentation and coordinate email notifications and/or communications for Board of Director meetings, prepare presentations and implement special projects
- Sets up and arrange all teleconference meetings for Executive Committee and Board of Directors
- Provides general technical trouble-shooting assistance for computer network at Child Care Center
- Serves on the leadership Team and attend and assist in all staff meetings
- Maintains confidentiality of all personnel information
- Coordinates all add moves and changes in phone system and makes recommendations as necessary
- Supervises the Administrative Assistant to the Child Care Center
- Provides support to ED and grant writer in gathering and updating necessary information for current and or new grants available to the organization
- Adminstrates the Emergency Assistance Program for the organization. Screen calls, provide information and set up appointment for qualified applicants to apply for assistance. Process applications according to the program requirements/guidelines, create and process disbursements to vendors, landlords, etc. Process and update all applicants in the MAACLink system.

Reception (L. Smith/S. Denman)

Role: Responsible for greeting and assisting clients, visitors and callers to the center. Performs general clerical duties, supporting a specific office as assigned. Work involves an exceptional amount of public contact

Essential Duties and Responsibilities:

- Serves as first point of contact by greeting and assisting clients, visitors and callers to the center.
- Manages a multi-line phone system including answering incoming calls, responding to inquiries, forwarding callers to the appropriate individual or voicemail box



Executive Assistant (K. Jones)

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Essential Duties and Responsibilities:

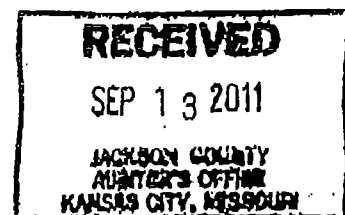
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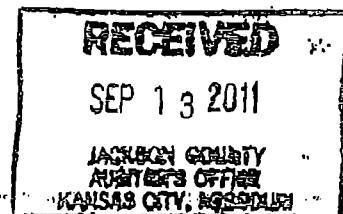


Child Care Director (B. Fuller)

Role: Coordinate all aspects of the center including ensuring compliance with all applicable licensing, regulatory, and accrediting agencies. Ensures best practices and developmentally appropriate practices are adhered to at all times. Provides overall supervision of the summer camp programming

Essential Responsibilities and Duties:

- Ensures that program is operating in accordance with all reporting agencies rules and regulations and updates and submits licensing paperwork for license renewal every 2 years.
- Inspects facilities for compliance with health, safety, fire and other regulations
- Recruits, selects, trains and evaluates the staff
- Ensures that all staff and volunteers receive appropriate orientation and training
- Completes monthly classroom observation, provides feedback, determines training needs for staff
- Completes monthly reports (CACFP, CAPP, Work Plan)
- Enters Head Start information into Child Plus (developmental screenings, parent teacher conferences, home visits, EDECA's and assessments)
- Maintains confidentiality of all family and child records and all matters relating to families.
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- Meets with parents as necessary to resolve classroom issues
- Performs other duties as they relate to the team-approach



Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

Approach & Method

List the top three (3) objectives for each program.

1. Children will achieve developmental advancement and be ready for activities at the next level of academic development.

2. Children will have their health and nutrition needs met.

3. Children will receive an arts and culture based education to enhance their intellectual and emotional development.

Detail specific methods you will use to achieve these objectives.

UICS will incorporate the arts throughout its curriculum including summer camp. Upon entrance into the program, children are engaged in an in-take process to assess their cognitive and physical health needs. Assessments will include development, health and nutrition screenings and follow-up. Individualized goals are set based upon the results of the screenings and parent input. Our staff compiles this information to deliver a quality education program and follow-up based upon assessment results. We continually monitor the effectiveness of services and document the child's progress in individualized portfolios.

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HEALTH OFFICE
KANSA CITY, MISSOURI

Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

Evaluation

How can the success of each program be evaluated?

Indicate performance measures or statistics you will use to demonstrate the success of each program.

The success of the program will be evaluated by pre and post test. Outcomes of the program include: 90% of the children will be ready for educational programming at the next academic level. 100% of the children will have their health and nutrition needs met. 100% of the children will receive a quality arts and culture based educational program including summer camp.

Notification

How will your organization make clients, the public and the media aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

UICS will make clients, taxpayers and the media aware of generous funding received from Jackson County through advertisements and publications.

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SUPPORTS OFFICE
KANAS CITY, MISSOURI

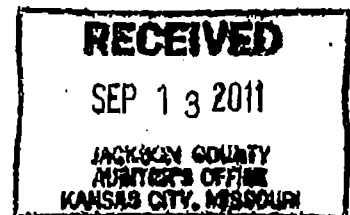
- Monitors parent sign in/out book and visitor sign in log
- Accepts payments from parents
- Signs for packages and deliveries
- Accepts mail and distributes it to the appropriate mailboxes
- Performs clerical work for the administrative staff such as, but not limited to, typing, filing, copying, faxing and postage machine
- Maintains time cards
- Maintains copy machine and makes service calls as needed
- Maintains confidentiality of children and family information

Records Clerk (S. Denmon)

Role: To perform record-keeping tasks and manage forms/information for infant, preschool, before and after school and summer camp student records

Essential Duties and Responsibilities

- Maintains updated student attendance rolls and parent sign-in sheets
- Assists with CACFP attendance and invoicing
- Logs all incoming mail and attaches disbursement if necessary
- Logs parent payments and maintains program fee spread sheet
- Maintains vendors and UICS files
- Enters payroll data and process payroll checks



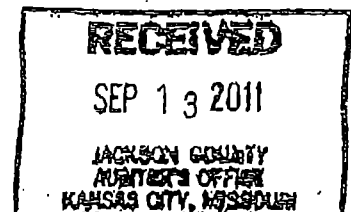
Teacher Assistant

Role: The Teacher Assistant will be responsible for the general supervision and management of a group of children, and will be supervised, trained and evaluated by the Lead Teacher.

1. To assist the Lead Teacher in providing a warm and nurturing environment in which the child can grow physically, emotionally, socially, and intellectually.
2. To be responsible to fill in for the Lead Teacher as needed.

Essential Responsibilities and Duties:

- Follow the High/Scope curriculum and developmentally appropriate practices
- Maintain a safe, healthy, attractive, learning environment both inside and outside
- Assist in planning, preparing and upkeep of the classroom (room arrangement)
- Maintain confidentiality of children and family information. Provide current information from families to the Family Advocate
- Assist in maintaining the center for licensing requirements
- Assist in planning and implementing the lesson plan under the direction of the Lead Teacher
- Assist in individualizing for the assigned children
- Interact with the children while supervising them in the classroom and the restrooms
- Maintain accurate CACFP attendance and meal records
- Practice family style serving (eat meals with the children) at each meal service
- Assist with P/T conference and home visits as requested
- Report suspected child abuse and neglect as required by state licensing guidelines and St. Mark's Procedures
- Responsible for observing and making anecdotal notes on assigned children
- Assist in maintaining portfolios on assigned children
- Assist in completing developmental screenings as requested
- Assist in assessments three times per school year as requested (Head Start classrooms)
- Attend all required staff meetings, functions and recommended trainings
- Maintain a professional attitude and communication when dealing with children, parents and your co-workers
- All other job related duties



Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

Proposed Program

Detail functions to be performed by each program.

UICS' St. Mark Child Development Center is an accredited, licensed early childhood program. St. Mark is open 5-days a week 6:30 am -- 5:30 pm, year-round for infants, toddlers, pre-school aged children, school aged children and summer camp during the summer months.

St. Mark ensures that the developmental needs of its children are being met. Upon entering the program, children are engaged in a comprehensive in-take process, which includes assessments of their physical, mental, cognitive and dental health. St. Mark's curriculum introduces children to the arts while promoting intellectual growth as well as healthy social and emotional development. The curriculum is heavily invested in the arts and combines the goals of Head Start and the HighScope educational approach. According to a study released by the American Education Partnership, disadvantaged children can advance their development through creative techniques such as dance/movement, drawing, music, theatre and other expressive media. This not only improves children's cognitive, social and motor abilities, but also enhances comprehension of language, math, science and history.

St. Mark children showcase their art and talents in 4 productions throughout the calendar year. Classroom experiences in the months leading up to any given performance are directly related to that production.

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UIC
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Section D

Director (D. Ramsey)

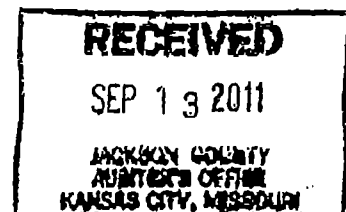
Role: The purpose of the Executive Director (ED) position is to help United Inner City Services (UICS) fulfill its mission and vision by serving as a liaison between and working with the UICS Board and members of the community served by UICS.

Under the direction of the Board of Directors, the ED is responsible for overall management and operation of UICS and protection of the organization's financial assets while ensuring compliance with board directives and applicable grantor, federal and state requirements.

Essential Responsibilities and Duties

The ED is responsible for overall operations, asset protection and marketing/public relations for UICS. Although other duties may be assigned, the ED will be responsible for:

- Providing information, advice and counsel to the Chairman of the Board, Board Committees and the Board of Directors in the creation of policies, programs and strategic direction of the corporation.
- Managing overall administrative and financial operation of UICS, including: review and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organization and administrative policies and program objectives for Board consideration.
- Supporting all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Sourcing foundations, local, state and federal government and individuals for fundraising objectives.
- Overseeing all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted accounting principles, policies and procedures, and all other applicable rules and guidelines.
- Grants and contacts management including negotiating agreement terms that reflect the needs of UICS, coordinates with legal advisors to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.



Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

Service Delivery Area

Identify your specific geographic service delivery area for each program.

Downtown urban core.

Fund Separation

Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.

UICS only serves clients who are Jackson County residents.

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JACKSON COUNTY
HEALTH OFFICE
KANSAS CITY, MISSOURI

Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

Participants	
Identify the number of participants by County that each program serves.	
Jackson, MO	225
Clay, Platte, Cass, MO	
Wyandotte, Johnson, KS	
Other Missouri	

Target Population

Describe target population and demographics to be served by each program.

UICS annually serves approximately 225 very low and low income families through its early childhood education program, before and after school program and summer camp. 100% of our clients live in Jackson County Missouri with a majority from the 64127 zip code, one of the most blighted and economically disadvantaged neighborhoods in the county. 90% of our clients are African American with 89% living in single parent households.

Would you provide these services to anyone at your door? Yes Answer Yes or No
 Is anyone denied services? No Answer Yes or No

What level of indigents (below poverty level) do you serve?

Please classify your program from the following types by percentage of your agency's overall service:

Senior Program	%
Indigent Program (Below Poverty Level)	90%
Senior Indigent Program	%

What criteria do you have for the clients you serve?
 They must fall below the federal poverty level and live in Jackson County Missouri

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JACKSON COUNTY
 AUDITORS OFFICE
 KANSAS CITY, MISSOURI

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Downtown urban core.

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JACKSON COUNTY
REGISTER'S OFFICE
KANSAS CITY, MISSOURI

Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

Evaluation

How can the success of each program be evaluated?

Indicate performance measures or statistics you will use to demonstrate the success of each program.

The success of the program will be evaluated by pre and post test. Outcomes of the program include: 90% of the children will be ready for educational programming at the next academic level. 100% of the children will have their health and nutrition needs met. 100% of the children will receive a quality arts and culture based educational program including summer camp.

Notification

How will your organization make clients, the public and the media aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

UICS will make clients, taxpayers and the media aware of generous funding received from Jackson County through advertisements and publications.

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SEP 13 2011

JACKSON COUNTY
TREASURY OFFICE
KANSAS CITY, MISSOURI

Section D: 2012 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: United Inner City Services

Program Name: St. Mark Child and Family Development Center

Proposed Program

Detail functions to be performed by each program.

UICS' St. Mark Child Development Center is an accredited, licensed early childhood program. St. Mark is open 5-days a week 6:30 am -- 5:30 pm, year-round for infants, toddlers, pre-school aged children, school aged children and summer camp during the summer months.

St. Mark ensures that the developmental needs of its children are being met. Upon entering the program, children are engaged in a comprehensive in-take process, which includes assessments of their physical, mental, cognitive and dental health. St. Mark's curriculum introduces children to the arts while promoting intellectual growth as well as healthy social and emotional development. The curriculum is heavily invested in the arts and combines the goals of Head Start and the HighScope educational approach. According to a study released by the American Education Partnership, disadvantaged children can advance their development through creative techniques such as dance/movement, drawing, music, theatre and other expressive media. This not only improves children's cognitive, social and motor abilities, but also enhances comprehension of language, math, science and history.

St. Mark children showcase their art and talents in 4 productions throughout the calendar year. Classroom experiences in the months leading up to any given performance are directly related to that production.

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SEP 13 2011

UICSS
400 N. 10th St.
Cincinnati, OH 45202
Section D

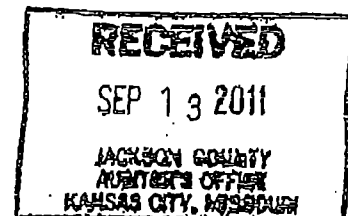
Teacher Assistant

Role: The Teacher Assistant will be responsible for the general supervision and management of a group of children, and will be supervised, trained and evaluated by the Lead Teacher.

1. *To assist the Lead Teacher in providing a warm and nurturing environment in which the child can grow physically, emotionally, socially, and intellectually.*
2. *To be responsible to fill in for the Lead Teacher as needed.*

Essential Responsibilities and Duties:

- Follow the High/Scope curriculum and developmentally appropriate practices
- Maintain a safe, healthy, attractive, learning environment both inside and outside
- Assist in planning, preparing and upkeep of the classroom (room arrangement)
- Maintain confidentiality of children and family information. Provide current information from families to the Family Advocate
- Assist in maintaining the center for licensing requirements
- Assist in planning and implementing the lesson plan under the direction of the Lead Teacher
- Assist in individualizing for the assigned children
- Interact with the children while supervising them in the classroom and the restrooms
- Maintain accurate CACFP attendance and meal records
- Practice family style serving (eat meals with the children) at each meal service
- Assist with P/T conference and home visits as requested
- Report suspected child abuse and neglect as required by state licensing guidelines and St. Mark's Procedures
- Responsible for observing and making anecdotal notes on assigned children
- Assist in maintaining portfolios on assigned children
- Assist in completing developmental screenings as requested
- Assist in assessments three times per school year as requested (Head Start classrooms)
- Attend all required staff meetings, functions and recommended trainings
- Maintain a professional attitude and communication when dealing with children, parents and your co-workers
- All other job related duties



Section E: Summary of Jackson County Funding Request by Program

Agency Name:	United Inner City Services	
Program Name:	St. Mark Child and Family Development Center	Amount
1.		\$ 268,000
2.		\$ -
3.		\$ -
Total Jackson County Funding Request for All Programs		\$ 268,000

Is there anything Jackson County can do to help your operation run more efficiently?

