

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	<p>Policies comply with federal and state laws related to wages and working conditions, inclusive of mechanisms for recourse and adjustment</p> <p>Identify appropriate legal resources to support effective program administration</p> <p>Develop effective policies, procedures, and training for staff regarding the identification and reporting of child abuse and neglect</p> <p>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</p>	<p>Update/implement policies to comply with federal and state laws related to wages and working conditions</p> <p>Identify legal resources to support program administration</p> <p>Develop policies, procedures, and training for staff regarding the identification and reporting of child abuse and neglect</p> <p>Develop effective policies, procedures, and training for staff regarding inclusion of children with special needs and the confidentiality of work-related information</p>	<p>Update/implement policies without complying with federal and state laws related to wages and working conditions</p> <p>Ineffective legal resources supportive of program administration are identified</p> <p>Policies, procedures, and training for staff are incorrect/incomplete in supporting identification and reporting of child abuse and neglect</p> <p>Policies, procedures, and training for staff are not responsive to inclusion of children with special needs and the confidentiality of work-related information</p>	
Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess
LFM2: Develop fiscal policies and procedures and implement best practices to support	Articulates and models for other ECE professionals, fiscal policies that are examples of best practices	Develop and/or implement an effective operating budget and accounting policy that	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	

sound fiscal operations	and are in alignment with federal, state, and local mandates	protects against mismanagement of funds Develop and/or implement appropriate short and long-range fundraising goals that support a program's mission			
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LFM3: Develop and/or implement policies and practices that align funding stream requirements and long-term fiscal health, equitable compensation for staff, and high-quality services for children and families	Collaborates with all stakeholder groups to incorporate sustainable, substantive fiscal policies and procedures reflective of best practices that support long-term fiscal health, equitable compensation for staff, and effective services for children and families	Develop and/or implement effective cash flow projections and budget allocations based on current operating budget and allowable expenses. Develop and/or implement an equitable salary scale based on the following criteria: (1) role (2) level of generalized education (3) specialized education (4) and experience	Authors fiscal policies and procedures that attempt to support effective services for children and families	Builds fiscal policies and procedures that are careless in regard to long-term fiscal health, ignore equitable compensation for staff, or provide inadequate funding to effectively serve children and families	
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LFM4: Analyze and adapt, based on best practice, the effectiveness of operating budgets, resource allocation, and the utilization of blended funding streams	Promotes with other ECE leaders' effective evaluative procedures which consistently provide data to justify the effectiveness of operating budgets and resource allocation, and the potential utilization of blended funding streams	Identify areas of opportunity in monetary and resource allocations. Effectively adjust operating budgets, resource allocation, and the utilization of blending funding streams based on fluctuating contextual factors, program needs and allowable expenditures	Implements some evaluative procedures which provide data to inform usefulness of operating budgets and resource allocation	Does not have or use data to justify the effectiveness of operating budgets and/or resource allocation	

Level I—Beige

Level II—Blue

Level III—Purple