

**IDC Legal & Fiscal Management Master Rubric**

<b>Competency</b>	<b>Distinguished</b>	<b>Proficient</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Unable to Assess</b>
<p><b>LFM1:</b> Develop policies and procedures and implement best practices in alignment with federal, state, and local mandates.</p>	<p>Policies and procedures outlined demonstrate clear alignment with federal, state, and local mandates and clear connections to research and the evidence-base of the field.</p>	<p>Developed policies comply with federal and state laws related to wages and working conditions, inclusive of mechanisms for recourse and adjustment.</p> <p>Appropriate legal resources to support effective program administration are identified.</p> <p>Effective policies, procedures, and training for staff regarding the identification and reporting of child abuse and neglect are outlined.</p> <p>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 are clearly outlined.</p>	<p>Developed policies comply with federal or state laws related to wages and working conditions, inclusive of mechanisms for recourse and adjustment.</p> <p>Legal resources to support effective program administration are identified.</p> <p>Policies, procedures, and training for staff regarding the identification and reporting of child abuse and neglect are partially outlined.</p> <p>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, or the confidentiality of work-related information are clearly outlined.</p>	<p>Policies developed do not comply with federal or state laws related to wages and working conditions.</p> <p>Legal resources identified are limited in support of support effective program administration..</p> <p>Policies, procedures, and training for staff regarding the identification and reporting of child abuse and neglect are incorrectly or insufficiently outlined.</p> <p>Policies, procedures, and training for staff regarding inclusion of children with special needs fail to account for federal mandates and/or confidentiality requirements.</p>	
<p><b>LFM2:</b> Develop fiscal policies and procedures and implement best practices to support sound fiscal operations.</p>	<p>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.</p>	<p>Operating budget and accounting policies that protects against mismanagement of funds are comprehensively outlined.</p> <p>Short and long-range fundraising goals and grant proposals that support a program’s mission are comprehensively developed.</p>	<p>Formulates center/program fiscal policies and attempts to align with federal, state, and local mandates.</p>	<p>Creates center/program fiscal policies that do not reflect best practices or align applicable mandates.</p>	

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<p><b>LFM3:</b> 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.</p>	<p>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.</p>	<p>Cash flow projections and budget allocations based on current operating budget and allowable expenses are clearly outlined and implemented.</p> <p>An equitable salary scale based on the following criteria: (1) role (2) level of generalized education (3) specialized education (4) and experience is clearly developed and/or implemented.</p> <p>Grant proposal developed is compelling and includes all components required in Request for Proposal (RFP) or funder guidelines</p>	<p>Cash flow projections and budget allocations based on current operating budget and allowable expenses are partially outlined and implemented.</p> <p>An equitable salary scale based on the following criteria: (1) role (2) level of generalized education (3) specialized education (4) and experience is partially developed and/or implemented.</p> <p>Grant proposal developed includes all components required in Request for Proposal (RFP) or funder guidelines.</p>	<p>Cash flow projections and budget allocations based on current operating budget and allowable expenses are incorrectly outlined and implemented.</p> <p>An salary scale based on the following criteria: (1) role (2) level of generalized education (3) specialized education (4) and experience is partially developed and/or implemented.</p> <p>Grant proposal developed includes limited components required in Request for Proposal (RFP) or funder guidelines.</p>	
<p><b>LFM4:</b> Analyze and adapt, based on best practice, the effectiveness of operating budgets, resource allocation, and the utilization of blended funding streams.</p>	<p>Connections to evidence-based practice supporting operating budgets, resource allocation, and the utilization of blended funding stream are clearly outlined and adhered to.</p>	<p>Areas of opportunity in monetary and resource allocations are clearly outlined and plans for remediation are identified.</p> <p>Identifies opportunities to adjust operating budgets, resource allocations, and the utilization of blending funding streams based on fluctuating contextual factors, program needs and allowable expenditures.</p>	<p>Areas of opportunity in monetary and resource allocations are clearly outlined.</p> <p>Identifies opportunities to adjust operating budgets, resource allocations, and the utilization of blended funding streams.</p>	<p>Areas of opportunity in monetary and resource allocations are incorrectly outlined.</p> <p>Opportunities to adjust operating budgets, resource allocations, and the utilization of blending funding streams lack comprehension and connections to evidence.</p>	

Level I—Beige

Level II—Blue

Level III—Purple