

CAP Center Japan CCJ  
REGIONAL TRAINING CENTER  
**Contract for CAP Group/Project Coordinator**

**ORGANIZATIONAL STRUCTURE:**

CAP Center Japan (CCJ) is the duly authorized agent of the International Center for Assault Prevention (ICAP), for the purpose of providing CAP training and services to schools and communities in Southern Japan. As the authorized representative of ICAP, CCJ has established rules, regulations and procedures for organizing, implementing, and managing the CAP program in Southern Japan. All coordinators, agencies, and specialists offering the CAP program and services in Southern Japan will do so in accordance with current and updated CCJ performance standards and policies.

**PURPOSES OF THIS AGREEMENT:**

The purpose of this agreement shall be to establish and maintain an area coordinator and a local CAP program responsible for providing coordination and implementation of all program components of the Child Assault Prevention (CAP) Project within the designated area of \_\_\_\_\_ by the below named individual.  
(Area)

For the purpose of this agreement \_\_\_\_\_, CAP Coordinator shall serve as the official representative. The period of this agreement shall be from \_\_\_\_\_.  
(date)

**DELIVERY:**

The above named local program CAP coordinator shall serve as liaison between the local CAP program staff and the CCJ. The CAP program coordinator shall ensure that the program curriculum is followed as in copyright, and the performance standards, as outlined in the contract attachments. The CCJ will monitor the delivery of services to ensure that these performance standards are met in the delivery of these services. The delivery of all services shall be completed by

\_\_\_\_\_  
(date)

**COORDINATOR AGREEMENT:**

CAP project coordinator agrees to meet the requirements as outlined in attachments. If he/she does not fulfill these responsibilities, CCJ reserves the right to terminate the contract with sixty (60) days written notice with the exception of any situation that would require an immediate dismissal. Understanding that the integrity of the CAP program relies on the dependability of its services, CCJ requests that Coordinators who wish to leave their position do so only after the end of their contracted year or, if before, with a 60 day notification to the CCJ and the arranging of full coverage of all workshops for all contracted schools for that contract year.

**SIGNATURES:**

The signatures below indicate that the above agreements have been read and agreed upon by the agency representative, the local CAP coordinator and the CCJ.

\_\_\_\_\_  
**CAP Project Coordinator Signature**

\_\_\_\_\_  
**CCJ Representative Signature**

\_\_\_\_\_  
**CAP Project Coordinator Name**

\_\_\_\_\_  
**CCJ Representative Name**

Title: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Retain a copy for your records.**

Attachment  
**COORDINATION OF SERVICE RESPONSIBILITIES**

**TRAINING**

- Responsible for recruiting new specialists in designated area.
- Schedule and conduct regular rehearsals for area specialists to update their skills and to keep them current on local events.

**MONITORING**

- Monitor specialists in following CAP philosophy, methods and procedures when working with the schools, parents, teachers and children.
- Have specialists sign a yearly consultant agreement.
- Complete a written **annual** evaluation of all specialists who work in the CAP project.
- Renew or terminate specialists' contracts.

**ADMINISTRATION**

- Assist in carrying out policies and performance standards from CCJ
- Market, schedule and implement CAP in schools in the county.
- Maintain records of CAP projects, services provided, resources and other pertinent data as specifically outlined in contract. Provide all necessary reports and data CCJ by required dates.
- Conduct an in-person interview with all applicants before and after training to judge their suitability for the program. Collect necessary data prior to training (i.e., statements of honor, memorandum of understanding).
- Be responsible for "exit interview" with each building principal or designated administrator after CAP has completed implementation in that school. The first time a school is implemented, an in-person exit interview must be conducted.
- Maintain the program quality of the CAP Project office and ensure its continuance.
- All material bearing CAP's name, with the exception of interoffice material will bear The ICAP name

**TASK FORCE MANAGEMENT**

1. The CAP coordinator will meet with each specialist after completion of her/his initial training. The purpose of the meeting is to:
  - a) assess the specialist's overall response to CAP training and her/his ability to perform as a CAP specialist
  - b) establish a specialist file
2. Schedule workshop rehearsals with the specialists. The coordinator shall retain all evaluations from classroom, parent and staff workshops. These evaluations shall be available to CCJ upon request.
3. The CAP coordinator will provide and review written copies of all CCJ policies and procedures to specialist's.

## CAP PROJECT MATERIALS/RECORDS/INFORMATION TO BE MAINTAINED BY CAP PROJECTS

- A. Data to be maintained by the CAP Project Coordinator
1. Copy of current CAP Memorandum of Understanding with CCJ
  2. Coordinator's File:
    - CAP certifications
    - Curricula Memoranda of Understanding
  3. Specialist Files:
    - Yearly consultant agreement
    - Initial in-person interview information
    - Address, phone numbers, email address
    - Two personal references
    - Memoranda of Understanding (Original to CCJ)
    - Statement of Honor
    - Copies of current certificates for each curriculum they implement
    - Observation notes on facilitators from in-class monitoring
    - On-site evaluations
    - Background check

(Specialist's **files** are part of the history of the CAP task force and they should be retained as an ongoing record of all current and previous project staff to be turned over to CCJ if the coordinator leaves the project.)

4. The following items need only be retained for a period of three years after date of completion.
  - Evaluation of adult workshops (teacher & parent)
  - All teacher classroom workshop evaluations
  - All specialist's evaluations of classroom workshops including review time information
  - Copy of all reporting forms (statistics)
  - Copy of all CAP schools contracts