

DOINGWHATWORKS



SAMPLE MATERIAL

Responsibility Checklist for Principal, After-School Coordinator, and Site Coordinator

Glover Community Learning Center, Ohio

Topic: Increased Learning Time: Beyond the Regular School Day

Practice: Align Instruction

The Akron After School program at Glover Community Learning Center provides academic interventions and enrichment classes. All aspects of this program, including facilities, curriculum, supplies, discipline policy, communications with parents, staffing, and attendance monitoring, are carefully coordinated among the after-school coordinator at the district office, school principal, and site manager.

This form includes a suggested list of responsibilities and empty rows to add additional responsibilities. The after-school coordinator, principal, and site manager use the form to decide on and document unique and shared responsibilities.

Districts, schools, and program providers may find this form useful for planning alignment of out-of-school programs with goals and standards set by the district, school curriculum and improvement efforts, and available resources.

Tool 44: Responsibility Checklist for the Principal, Afterschool Program Coordinator and Site Coordinator

Directions: The principal and site coordinator should complete this checklist together. Review the tasks in the left column. Add any additional tasks that may be needed. Then, for each task, indicate who will be responsible—the principal, site coordinator or program coordinator—or whether it will be a shared responsibility. If a responsibility will be shared, decide how it will be shared.

*CBO's- Community Based Organizations

Task	Responsibility of Program Coordinator/ SI Dept/ District	Responsibility of Principal	Responsibility of Afterschool Site Coordinators	Shared Responsibility (Indicate How)
Secure space for afterschool activities.	Bldg. permits generated in SI office	Works with site coord. to assign rooms, gym, cafeteria, auditoriums etc.	Works with principal on room assignments to accommodate intervention & enrichment space needs	Program coord- contracts enrichment class Principal & site assign appropriate spaces
Inform classroom teachers that their classrooms will be used.		x	x	Work with building staff/concerns/needs of students, community, tutors etc.
Provide and coordinate supplies and materials for afterschool programs.	x		x	
Handle discipline issues that arise in afterschool programs.		x	x	Two on-site coordinators- 3 strike policy and district wide policies enforced
Communicate with parents about the content of afterschool programs.	x	x	x	Share with parents, staff, community groups
Intervention-Reading and Math, materials etc.	x			Program Coordinator and School Improvement team determine intervention strategies for extended day
Identify, Target and Recruit students for afterschool programs.		x	x	SIP and Building leadership teams, principal and site coord. work together to target students
Explore Enrichment options- provide suggestions and suggest staffing.	x	x	x	Principal and Site coordinators can make recommendations of cbo* groups they might like to have in bldg.
Coordinate and contract with organizations providing enrichment and ensures grant compliance.	x			Works with buildings, CBO's, central office

Task	Responsibility of Program Coordinator/ SI Dept/ District	Responsibility of Principal	Responsibility of Afterschool Site Coordinators	Shared Responsibility (Indicate How)
Hire and supervise staff of afterschool programs.	x		x	Site coord. Directly responsible for day to day supervision-program coord. program design & compliance issues
Register participants for afterschool programs.		x	x	Site coord. coordinate all registration -
Define the afterschool staff's training needs.	x	x	x	School Improvement team coordinates intervention training-program coordinator classroom mgmt/discipline with district goals/pd.
Works with building maintenance staff		x	x	Coordination of cafeteria set up/tear down, trash p/u, table set up etc.
Addresses teacher/maintenance/CBO concerns	x	x	x	Oversight of space usage, address concerns, safety issues and access.
Provides orientation to CBO and APS staff re: components of after school program	x			
Processes payroll, board req's. evaluation procedures, grant compliance procedures, contract invoicing,	x			
Payroll collection , timesheet verification and submission of hours for tutors and some contract employees			x	
Evaluation-pre/post tests, data collection, surveys and grant compliance issues	x	x	x	Coordination, distribution and collection at building level
Equipment storage, distribution and inventory	x	x	x	Coordination, storage and access
Intervention Materials-storage, distribution and inventory	x	x	x	Coordination, storage and access
Personnel- All Daily Sign In Sheets(vendors, staff, attendance and parent)-oversight, collection and submission				

Task	Responsibility of Program Coordinator/ SI Dept/ District	Responsibility of Principal	Responsibility of Afterschool Site Coordinators	Shared Responsibility (Indicate How)