

2017-2018 Site Coordinator Start-up To-do List



Trainings/Meetings-

- Attend August 24 and 26 kick-off training
- Attend Site Coordinator Meeting on August 31 from 4:15-6pm (**by invitation**)
- Attend Site Coordinator Meeting on September 7 from 4:15-6pm
- Inform teachers of trainings (review training flyer), 9/12 & 9/13
- Attend Teacher Training on 9/12
- Have a 30 minute Expectation meeting with after school teachers to kick off your theme and expectations (teacher expectations, documentation, Student Portfolios, SuccessMaker, Kronos, etc.)-**prior to Fall Break**

Targeting

- Meet with principal to target students based on Data Dash assessment data
- Identify what intervention classes are needed based on data and design STEAM offerings
- Familiarize yourself with the After-school Academy Google Site
- Begin marking targeted students in your Targeting Workbook
- Ask principal if he/she can pay for additional teachers out of school level funds (tax credit, Title I, etc.)
- Submit a WESD Facility Use or School Dude Request to Melanie Van Wagner by September 15**

Recruiting and Hiring Staff

- Target highly qualified teachers to teach in ASA in collaboration with your principal (Your principal will have insight to which teachers would be a good fit for specific classes)
- Begin to recruit teachers- make sure you hire teachers who will be flexible to the needs of the school (i.e. classes needed to teach and classroom to teach in)
- Secure staff to teach morning classes
- Hold interviews using the designated interview questions
- Submit ASA Class Schedule by September 8** (what classes are being offered, who is teaching, when they are teaching, etc.)
- Send Hiring Running Record, interview questions and candidate recap form to Lea Fultz (not HR!) as soon as possible so that we can get them processed through ASP, HR, and Payroll – **Deadline September 8**
- Meet with principal to determine what classrooms you will need (this includes the computer lab)
- Encourage instructional assistants to apply for after-school positions including the Lead IA position
- Interview and hire Lead IA and additional instructional assistants using the designated interview questions

Purchasing

- *Urgent* Submit list of supplies and materials necessary for the start of your program to be ordered to Lea Fultz by September 5** (P.O.s can be submitted throughout the year)
- Make sure materials are checked and ready to go

Registration

- Send out Principal Recommendation letters on school letterhead attached to the ASA Registration Form and flyer by Monday, September 11**
- Begin collecting registration forms and building classes based on student and school needs
- Add student information onto your Targeting Workbook daily, including WAY HOME (based on the registration form).**
- Send all SPED riders (name & student ID#) to Deirdre by September 18**
- Send McKinney-Vento Riders to your Social Worker or McKinney-Vento designee**
- Keep adding students to your Attendance Workbook including their WAY HOME!**
- Create a plan for morning classes

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- Bus routes will be sent to you by Deirdre by 9/20 – Call parents to confirm bus stops for all bus riders and send home bus routes**
- Check in with the Food Service Manager at your school - give a projected number of students to order snacks
- Send confirmation letters home (student calendar, confirmation letter, bus route-if a busing site)
- Consult Health Tech to see if there are medically fragile/students with medical concerns
- Email a list of registered students to all school staff (office staff, homeroom teachers, etc...)
- Work with Office Manager to schedule students in Synergy by September 15**

Attendance/Rosters

- Begin forming class rosters for each class
- Create a plan for attendance record keeping including Wednesday assemblies (attendance must be entered daily)

PLC Wednesday

- Secure the cafeteria for PLC Wednesday with your principal and facility manager
- Secure school staff (IAs) to oversee Wednesdays with your principal (this is a BIGGIE!)
- Email Facility Manager PLC Rotation so they are aware of the needs of the vendor

Dismissal

- Make a plan for safe dismissal of students with IA's including crossing guard duties
- Create a bus loading check list for each bus and a plan for where students will meet each day

**This list is provided to assist in the opening of your program. The list is not inclusive all activities or responsibilities.*