



## **Poughkeepsie City School District**

Delivering on the promise of a high-quality education

*Every scholar. Every day. Every classroom.*

*Jack Mager – Program Coordinator for Extended Learning Time*



### **PCSD Extended Learning Time Site Supervisor**

#### **General Program Responsibilities**

- To develop and supervise an Elementary Extended School Day Academic Support Program funded by the SIG's, Title Funds, or Empire Grant.
- Collaborate with the Grant Manager and Program Coordinator to design a comprehensive after-school program offering youth development, academic enrichment and literacy and related educational development to families.
- Coordinate space and other logistics (snack, extended use, security, etc.).
- Conduct a comprehensive coordinated planning session with building and CBO staff on shared expectations, success metrics, and a communication plan for the year.
- Establish effective attendance tracking procedures.
- Establish site binders to store all registration forms, attendance data, lesson plans, and other required forms.
- Develop a contact list for all participants to be utilized when emergency notifications need to be made.
- Display prominently in the main lobby area, all daily program information including room assignments and names of the instructional staff.
- Meet regularly with building and CBO staff to assess the success of the program.
- Share discipline protocols and emergency procedures with all staff.
- Conduct fire drills and practice other emergency procedures annually.
- Provide direct supervision, coaching, and monitoring of staff, community partners, and volunteers during extended school day hours while programs are operating.
- Serve as a liaison between the school staff, students, parents, and CBOs.
- Implement staff sign-in procedure to ensure delivery of services
- Conduct regular visits (including Focused Instructional Learning Walks) to programs and act as the point person to help troubleshoot issues.
- Work to establish links between the Academic Enrichment Program and the school day curriculum.
- Establish and maintain mechanisms for appropriate documentation and record keeping for all programs; manage the attendance tracking database; and analyze after-school data to make necessary improvements to programs.
- Help with recruitment and retention of students and promotion of the program as needed.
- Attend quarterly Advisory Council Meetings to discuss successes, concerns, and to brainstorm adjustments that need to be made using the NYSAN Quality Assurance Document.
- Coordinate and assist the Program Coordinator with the collection of data for required reports.