**The Resource Coordinator’s Role**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Daily | Weekly | Monthly | Quarterly | *See note* |
| Check-in with school administration |  | Give clerk schedule |  |  | \* |
| Organize after-school activities |  |  |  |  |  |
| Procure materials |  |  |  |  | \* |
| Supervise afterschool staff: plan with; observe; meet | observe | meet | plan | plan |  |
| Set up for after-school activities |  |  |  |  |  |
| Take attendance |  |  |  |  |  |
| Report attendance |  |  |  |  |  |
| Supervise students’ clean-up of activity centers |  |  |  |  |  |
| Follow up on absent students | \* |  |  |  | \* |
| Meet with ILT |  |  |  |  |  |
| Meet with principal or AP |  |  |  |  |  |
| Meet with LSC, BAC, PAC |  |  |  |  |  |
| Collect exemplary student work |  |  |  |  |  |
| Prepare brief updates, examples |  |  |  |  |  |
| Meet with parents |  |  |  |  | \* |
| Recruit parent volunteers |  |  |  |  | \* |
| Provide parent workshops |  |  |  |  |  |
| Set up a bulletin board to publicize the progress |  |  |  |  |  |
| Contact community organizations to organize collaborations |  |  |  |  |  |
| Organize special events |  |  |  |  |  |
| Update agency on status. |  |  |  |  | \* |
| Prepare program information |  |  |  |  | \* |
| Administrative Tasks |  |  |  |  | \* |
| Participate in training and meetings |  |  |  |  | \* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Notes**

**Absent Students:** If a student has been in school during the day and does not come to afterschool, contact parents. If a student is absent a few days check office on status.

**Administrative Tasks:** Includes payroll, inventory, other ongoing tasks.

**Check-In**: Give school clerk the **week’s** schedule. Inform school clerk about any changes in schedule.

**Meet with Parents:** May include individual students’ parents, parent groups, parent volunteers.

**Participate in Training and Meetings:** Includes agency, federation, and school sessions.

**Prepare program information:** Includes program “ads,” updates, website-postings

**Procure Materials:** At beginning of program year; ongoing as needed.

**Recruit Parent Volunteers:** At beginning of school year; for special projects and events.

**Supervise Afterschool Staff:** Planning and meeting schedule based on needs.

**Update agency on status:** Maintain regular communication; contact agency for issues.