

Build IT Program Leader (All STARS)

Key Responsibilities/Results	Result Expectations
Program Facilitation	<ul style="list-style-type: none"> • Arrive on time and prepared to program throughout the 2008-2009 school year • Enforce the existing program behavior management procedures set by program coordinator and check in daily with program coordinator about challenging behavior and the behavior management procedure/step taken to assure compliance and consistency throughout the 2008-09 school year • Supervise girls to ensure girls remain on task by speaking with them daily and following up with them and Program Coordinator when necessary • Adhere to youth development principles, Girls Inc.'s mission, and follow an approach that is developmentally and socially appropriate by: attend all monthly All STARS all staff monthly meetings regarding YD strategies, and 2) implement strategies identified and developed during the All STARS all staff monthly trainings immediately after trainings • Maintain clear communication with program coordinator about program's needs, challenges and achievements throughout the academic school year : in weekly supervision or as they come up • Participate in all parent/guardian events and fieldtrips throughout the 2008-09 school year • Have a clear understanding of the skills you are teaching by: 1) following the component design KRA, 2) asking for support when necessary, and 3) using prep time to research, learn, and become familiar with the skills you are teaching weekly • Collaborate with fellow group leaders working on the same Program Component to share resources, curriculum challenges and accomplishments biweekly • Support coordinator with recruitment efforts throughout the school year
Component Design – Build IT	<ul style="list-style-type: none"> • Review Build IT! curriculum, provide feedback, and suggest changes at least one week before implementation • Modify Build IT! curriculum to meet the needs of girls at site by: 1) turning in modified lesson plans to Build IT program coordinator one week prior to implementation for review and feedback, 2) only implementing lesson plans that have been reviewed and edited by Build IT Program Coordinator and 3) assessing the success of lessons with Build IT Program coordinators during weekly supervision • Learn and master vocabulary, skills, and concepts of Build IT! curriculum by: 1) reviewing vocabulary, 2) attending biweekly implementation meetings, and 3) asking Coordinator for support when necessary • Submit curriculum feedback form to Build IT Program Coordinator no more than one week after completing a unit • Attend two PDs during each unit • Prepare girls to showcase work twice a year for Family Tech Night • Prepare girls to ask questions, and become active listeners during the 1-2 fieldtrips and guest speakers during the 2008-09

	<p>school year</p> <ul style="list-style-type: none"> • Set up Build IT equipment before implementation and secure equipment after every use • Submit supplies list to Program Coordinator one week prior to implementing lesson 	
Component Design – Homework	<ul style="list-style-type: none"> • Assist students with homework 45-60 minutes daily • Create an environment in which girls will be productive and organized by helping girls prioritize tasks to assure best use of time and monitoring homework completion daily • Empower girls to find their own answers and use their peers as resources by asking open ended questions, and encouraging girls to ask their peers for support when appropriate • Communicate with the Program Coordinator which subject areas girls need assistance in to ensure the effectiveness of reaching academic achievement during weekly supervision meeting • Communicate with Program Coordinators which subject areas you need assistance in to ensure appropriate support for participants during weekly supervision meeting 	
Program Evaluation	<ul style="list-style-type: none"> • Support Program Coordinator in administering two parent, HTA, and Build IT! surveys • Complete staff survey in June • Attend Post Build IT interviews administered by SRI after each Unit is completed 	
Inter and Intra Agency Collaboration	<ul style="list-style-type: none"> • Adhere to changes made within the collaborative in accordance to Girls Inc standards throughout the 2008-09 school year • Support IT Professionals/outside facilitators as necessary • Notify volunteers of scheduled activities as necessary 	
Program Administration	<ul style="list-style-type: none"> • Support Program Coordinator with daily administrative duties such as taking daily attendance • Record daily mileage and submit paperwork to Program Coordinator bi-monthly • Submit reimbursements for purchasing supplies to Program Coordinator no more than one week after purchase • Submit all Component Feedback forms to Program Coordinator after completing the unit and on the date set by Program Coordinator 	
Employee's Signature:	Supervisor's Signature:	Department Head Signature:
Date:	Date:	Date: