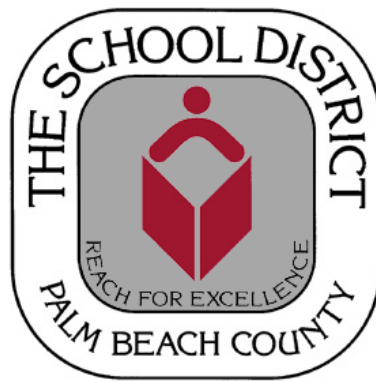
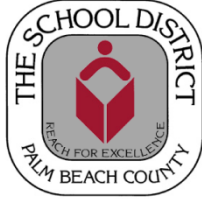


**Department of  
Afterschool Programming**

**Afterschool Literacy  
Enrichment Initiative  
(Formerly called Champs)**



**Administrative Manual  
2009-2010**



**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
The Palm Beach County School District  
Department of Afterschool Programming**

Page #	<b>Administrative Manual Table of Contents</b>
<b>1</b>	Literacy Enrichment Initiative Staff Contact Information
<b>2</b>	Department of Afterschool Programming Mission and Vision
<b>3</b>	Literacy Enrichment Initiative Model
<b>4-5</b>	Afterschool Director Roles and Responsibilities
<b>6-7</b>	Literacy Site Information Form
<b>8</b>	Academic Advisor Schedule and Payment Information
<b>9</b>	Temporary Employment Form
<b>10</b>	Parent Letter for All Students in Literacy
<b>11</b>	Parent Letter Acknowledgment Form
<b>12</b>	Academic Advisor Roles and Responsibilities
<b>13</b>	Academic Advisor Portfolio Check-List
<b>14</b>	Weekly Meeting Agenda Form
<b>15</b>	Assessment Tools Description
<b>16</b>	Instructor Observation Form
<b>17-18</b>	Instructor Growth Assessment Tool
<b>19</b>	Supply and Book Information
<b>20-21</b>	Book Inventory Form
<b>22</b>	Enrichment Tool Kit Inventory Form
<b>23</b>	Literacy Enrichment Initiative Supply Expenditures Form
<b>24</b>	Instructor Roles and Responsibilities
<b>25</b>	Personnel Information Form
<b>26</b>	Stipend Agreement Form
<b>27</b>	Attendance Tracking Form
<b>28</b>	Stipend Request Form
<b>29</b>	2009 W-9 Form

**Department of  
Afterschool Programming**

**Afterschool Literacy Enrichment Initiative  
Staff Contacts**

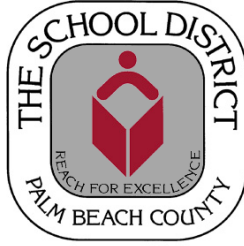
**Kathleen Moore**  
Program Planner  
561-963-3837  
FAX: 561-969-5888  
[moorek@palmbeach.k12.fl.us](mailto:moorek@palmbeach.k12.fl.us)

**Pat Sabatso**  
Statistical Analyst  
561-357-1188  
[sabatso@palmbeach.k12.fl.us](mailto:sabatso@palmbeach.k12.fl.us)  
FAX: 561-969-5888

**Cynthia George**  
Program Specialist  
561-432-6326  
[georgecy@palmbeach.k12.fl.us](mailto:georgecy@palmbeach.k12.fl.us)

**Lisa Gomes**  
Consultant  
561-635-8407  
[lisam.gomes@yahoo.com](mailto:lisam.gomes@yahoo.com)

**Ryan Scott**  
Program Specialist  
561-434-8375  
[scottry@palmbeach.k12.fl.us](mailto:scottry@palmbeach.k12.fl.us)



## **Department of Afterschool Programming**

The vision of the Department of Afterschool Programming is to provide high quality afterschool opportunities for all students in Palm Beach County.

The mission of the Department of Afterschool Programming is to work collaboratively with stakeholders to provide a high quality program in a safe, secure environment during out-of-school hours.

Afterschool programming may include:

- Academic enrichment and intervention through engaging interactive instruction
- Social/emotional development
- Cultural arts exposure and enrichment
- Recreational and leisure activities

We accomplish our mission by providing appropriate and ongoing professional development for our staff, and by continuously evaluating research-based initiatives and strategies in the field of afterschool to determine their implications for programming and practice.

### **Afterschool Literacy Enrichment Initiative (Formerly called Champs)**

The Afterschool Literacy Enrichment Initiative (formerly called Champs) is a successfully demonstrated model that combines both professional development and enriching program content in support of our mission. The Literacy Enrichment Initiative's professional development trainings strengthen the child/youth engagement, group facilitation and participatory learning in existing District Afterschool, Beacon and Community-Based programs. The Afterschool Literacy Enrichment Initiative (formerly called Champs) is funded by the Children's Services Council of Palm Beach County with Prime Time of Palm Beach County acting as the intermediary agent.

**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)**

<b>Elements</b>	<b>Descriptions</b>
<i>A CONSISTENT INSTRUCTIONAL TIME FRAME</i>	<p><b>One Hour a Day for Four Days a Week</b></p> <ul style="list-style-type: none"> <li>• Monday-Thursday</li> <li>• One Hour a Day, such as:               <ul style="list-style-type: none"> <li>○ 3:00-4:00 PM</li> <li>○ 3:30-4:30 PM</li> <li>○ 4:00-5:00 PM</li> </ul> </li> </ul>
<i>AGE APPROPRIATE DELIVERY &amp; PROPER RATIOS MAINTAINED</i>	<p><b>Literacy Enrichment Initiative Groups</b></p> <ul style="list-style-type: none"> <li>• <b>Combined Grade Level Grouping:</b> Grades 2-3, 4-5 ONLY</li> <li>• <b>Specific Grade Level Grouping:</b> Grades 2, 3, 4 &amp; 5 ONLY</li> <li>• <b>Instructor to Students Ratio:</b> 1:15 minimum, 1:24 maximum (with CIT)</li> </ul>
<i>ACADEMIC ADVISOR SUPPORT &amp; ACCOUNTABILITY</i>	<p><b>Academic Advisor must observe, coach, meet with &amp; support the Literacy Enrichment Instructors implementing the curriculum</b></p> <ul style="list-style-type: none"> <li>• <b>Observation/Coaching:</b> Either one hour and 15 minutes per day M-Th (8 hour AA's) or one hour per day M-W (6 hour AA's) during program implementation hour</li> <li>• <b>Planning/Lesson Preparation:</b> Two hours per week for planning &amp; gathering resources (All AA's)</li> <li>• <b>Weekly Meeting:</b> Mandatory one hour per week (All AA's)</li> </ul>
<i>IDENTIFY STUDENT POPULATION &amp; SUPPORT THE LEARNING ENVIRONMENT</i>	<p><b>Directors: Choose students served, monitor attendance, and maintain proper group ratios</b></p> <ul style="list-style-type: none"> <li>• Provide each group a dedicated classroom space conducive to learning</li> <li>• Maintain proper supplies for lessons</li> <li>• Support the Literacy Enrichment Initiative's projects and events</li> <li>• Provide parents with ongoing information, such as newsletters about the Literacy Enrichment Initiative</li> <li>• Dedicate space to display students' artwork and projects</li> <li>• Minimize disruptions during implementation hour</li> </ul>
<i>CHAMP INSTRUCTOR RELIABILITY &amp; CONSISTENCY</i>	<p><b>All Literacy Enrichment Instructors must be trained by the Literacy Enrichment Initiative's Program Specialists</b></p> <ul style="list-style-type: none"> <li>• Instructors who meet the eligibility requirements will receive a \$200 stipend three times a year once after each 11 week trimester</li> </ul>

**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
The Palm Beach County School District  
Department of Afterschool Programming  
Afterschool Director Roles and Responsibilities**

**REQUIREMENTS:**

- Director of an existing Afterschool Program in Palm Beach County

**Roles & Responsibilities:**

- Develops an implementation schedule to meet the needs of the Afterschool Literacy Enrichment Initiative (Formerly called Champs) (1 hour a day, 4 days a week)
- Recruits, interviews, and recommends key personnel to implement the Literacy Enrichment Initiative
- Collaborates with school administration to place students in the Literacy Enrichment Initiative- Levels 1's and 2's are not an appropriate fit
- Works with administration to ensure classroom accessibility for all Literacy Enrichment Instructors
- Oversees optimum ratios for implementation (min. 15:1, max. 24:1)

**Materials & Documentation**

- Manages the supplies budget and documents all expenditures on the Supply Expenditures Form (if funds are awarded to the afterschool program)
- Faxes Academic Advisor's payroll sheets according to schedule
- Provides the Literacy Enrichment Initiative's Group Attendance Reports on a monthly basis
- Collects program/student data and all necessary Literacy Enrichment Initiative documentation (Group Attendance Reports, Stipend Request Forms, Surveys and other requested documentation)

**Communication**

- Communicates with afterschool staff, Academic Advisor, and the Department of Afterschool Programming personnel
- Meets with Program Specialist during site visits
- Communicates and updates Principal/Administration on the Literacy Enrichment Initiative
- Attends all meetings relative to the Literacy Enrichment Initiative
- Assists Academic Advisor in planning culminating activities/functions
- Monitors early sign-out, conflicting clubs/tutorials and attendance records to facilitate proper group ratios

**OTHER DUTIES:**

- Displays students' work/projects
- Promotes the Literacy Enrichment Initiative to parents, school administrators and community
- Follows the Literacy Enrichment Initiative's programming and scheduling requirements
- Oversees the Academic Advisor position and monitors hours worked
- Allots time in programming schedule for the Academic Advisor to implement a Weekly Meeting with all Literacy Enrichment Instructor

- Monitors all Literacy Enrichment Instructor's attendance and documents it on the provided Attendance Tracking Form
- Requires all Literacy Enrichment Instructor to attend mandatory trainings hosted by the Department of Afterschool Programming AND all Weekly Meetings held by the Academic Advisor at the afterschool site

**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
Site Information Form**

*Return to Kathleen Moore by FAX 561-969-5888*

School/Program Site: \_\_\_\_\_

Set Days and Time of Implementation: \_\_\_\_\_

Phone/PX \_\_\_\_\_ FAX/PX \_\_\_\_\_

Director \_\_\_\_\_ Phone/PX \_\_\_\_\_

E-mail \_\_\_\_\_ Cell \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Phone/PX \_\_\_\_\_

E-mail \_\_\_\_\_ Cell \_\_\_\_\_

Day and Time for Weekly Meeting (ex. Friday, 4:00) \_\_\_\_\_

***Please indicate any Instructors who are Certified SDPBC Teachers:***

**Group 1:**

Instructor \_\_\_\_\_ Number of Children \_\_\_\_\_

Grade(s) \_\_\_\_\_ Room \_\_\_\_\_

**Group 2:**

Instructor \_\_\_\_\_ Number of Children \_\_\_\_\_

Grade(s) \_\_\_\_\_ Room \_\_\_\_\_

**Group 3:**

Instructor \_\_\_\_\_ Number of Children \_\_\_\_\_

Grade(s) \_\_\_\_\_ Room \_\_\_\_\_

**Group 4:**

Instructor \_\_\_\_\_ Number of Children \_\_\_\_\_

Grade(s) \_\_\_\_\_ Room \_\_\_\_\_

**Group 5:**

Instructor \_\_\_\_\_ Number of Children \_\_\_\_\_

Grade(s) \_\_\_\_\_ Room \_\_\_\_\_

**Group 6:**

Instructor \_\_\_\_\_ Number of Children \_\_\_\_\_

Grade(s) \_\_\_\_\_ Room \_\_\_\_\_

**Group 7:**

Instructor \_\_\_\_\_ Number of Children \_\_\_\_\_

Grade(s) \_\_\_\_\_ Room \_\_\_\_\_

**Group 8:**

Instructor \_\_\_\_\_ Number of Children \_\_\_\_\_

Grade(s) \_\_\_\_\_ Room \_\_\_\_\_

## Afterschool Literacy Enrichment Initiative (Formerly called Champs)

### Academic Advisor Schedule and Payment:

- The Literacy Enrichment Initiative's Academic Advisor must be a certified teacher currently employed by the Palm Beach County School District.
- Academic Advisor's will be recommended by their principal/director and placed in the position by the Department of Afterschool Programming.
- Academic Advisor pay is \$20.44 per hour.
- Duty hours will be determined by the Department of Afterschool Programming:
  - For sites that are implementing 5 groups and above: one hour and 15 minutes per day, Monday-Thursday, on-site for program implementation (includes 15 minutes before or after implementation of the Literacy Enrichment Initiative)
  - For sites that are implementing 3 to 4 groups: one hour a day, for three days a week, Monday-Wednesday
  - Mandatory one hour on-site for Weekly Meeting
  - Two hours per week for flexible planning time (used to gather materials and supplies and other related paperwork related to the coaching piece and curriculum)
  - Total: Either 6 or 8 hours per week for a total of 33 weeks (NOTE: any hours above 8/week must have prior authorization from the Department of Afterschool Programming)
  - Academic Advisors will be given one full week off WITHOUT pay during FCAT.
- Hours will be recorded and verified by the Afterschool Director and faxed to the Department of Afterschool Programming for payment
- Hours will be faxed on specific dates (see below) and must include all hours for that pay period
  - **Example:** the first pay period will be 8/29-9/11
  - **Fax must be sent by 9/10** and will include any hours that will be worked through the end of the week
  - Use approved payroll time sheet
- Pay Period and FAX Dates:

Pay Period	Fax by Date	Pay Period	Fax by Date
8/29/09-9/11/09	<b>9/10/09</b>	1/30/10-2/12/10	<b>2/11/10</b>
9/12/09-9/25/09	<b>9/24/09</b>	2/13/10-2/26/10	<b>2/25/10</b>
9/26/09-10/09/09	<b>10/8/09</b>	2/27/10-3/12/10	<b>3/11/10</b>
10/10/09-10/23/09	<b>10/22/09</b>	3/13/10-3/26/10	<b>3/25/10</b>
10/24/09-11/6/09	<b>11/5/09</b>	3/27/10-4/09/10	<b>4/8/10</b>
11/7/09-11/20/09	<b>11/19/09</b>	4/10/10-4/23/10	<b>4/22/10</b>
11/21/09-12/4/09	<b>12/3/09</b>	4/24/10-5/7/10	<b>5/6/10</b>
12/5/09-12/18/09	<b>12/17/09</b>	5/8/10-5/21/10	<b>5/20/10</b>
1/2/10-1/15/10	<b>1/14/10</b>		
1/16/10-1/29/10	<b>1/28/10</b>		

**Fax number: 561-969-5888 or PX 45888**

Any questions should be directed to Pat Sabatasa at PX 21188



**Afterschool Literacy Enrichment Initiative (Formerly called Champs)  
Temporary Employment**

Employee Name: \_\_\_\_\_

Payroll Period: \_\_\_\_\_

School/Location Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Program:  Afterschool Literacy Enrichment Initiative (Formerly called Champs)  
 Other (Please specify) \_\_\_\_\_

Position:  Academic Advisor  
 Other \_\_\_\_\_

*\*Please fax to 561/969-5888 or PX 45888*

Day	Date	Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
<b>TOTAL HOURS TO BE PAID</b>		

**\*\*Please fax on this day to  
meet the deadline \*\*** →

← **Estimate your Friday Hours**

Academic Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Afterschool Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



---

Dear Parent(s) or Guardian(s),

We are pleased to announce that the Afterschool Literacy Enrichment Initiative (Formerly called Champs) will once again be a funded partnership thanks to the support from the School District of Palm Beach County, the Children's Service Council, and Prime Time of Palm Beach County. We are very excited to offer your child the opportunity to be part of this ever-evolving, nationally recognized approach to afterschool enrichment education. The Literacy Enrichment Initiative will begin in your child's afterschool program on Monday, September 14, 2009. The Literacy Enrichment Initiative's model strives to set the standard for how your child learns "after school style."

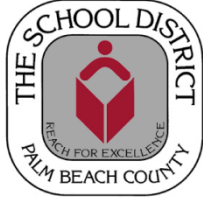
The Afterschool Literacy Enrichment Initiative (Formerly called Champs) is limited to 55 afterschool programs in Palm Beach County. The Literacy Enrichment Initiative will utilize a research-based, academic enrichment curriculum developed by Scholastic. Each trained Literacy Enrichment Instructor will support your child's learning by blending school content into a participatory afterschool approach.

The Afterschool Literacy Enrichment Initiative (Formerly called Champs) looks forward to another successful school year at **(YOUR SCHOOL/SITE)**. We value your commitment in supporting an innovative model that strives to increase the academic achievement levels of children who participate by activating their learning through engaging, interactive, thematic- based lessons. **(YOUR SITE/SCHOOL)** will be providing the Literacy Enrichment Initiative to students in grades **(YOUR SITES PARTICIPATING GRADE LEVELS)** for one hour a day, Monday through Thursday, from **(BEGINNING TIME)** PM to **(ENDING TIME)** PM.

Our staff has been trained to utilize the Scholastic curriculum and is ready to go! We ask that your child remains in the afterschool program until the end of the Literacy Enrichment Initiative's dedicated hour so your child does not miss out on this experience. There is not an extra fee for the initiative but we are required to maintain proper group ratios during implementation; therefore if your child consistently leaves early they may be jeopardizing their opportunity to participate in the Literacy Enrichment Initiative.

Please contact me at **(YOUR NUMBER)** if you have any questions. Thank you.

Sincerely,  
**(YOUR NAME)**



---

**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)**

**Please print your child's name and sign below if you have read the above Afterschool Literacy Enrichment Initiative (Formerly called Champs) Letter.**

**Child's Name (Print)\_\_\_\_\_**

**Parent Signature\_\_\_\_\_**

**Date: \_\_\_\_/\_\_\_\_/09**

**Please return this page to the Afterschool Director**

**Thank you for your support!**

---

**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
The Palm Beach County School District  
Department of Afterschool Programming  
Academic Advisor Roles and Responsibilities**

**REQUIREMENTS:**

- Certified Teacher in The Palm Beach County School District

**Roles & Responsibilities:**

**All required documentation must be housed in an Academic Advisor Portfolio to ensure completion of assigned duties**

**Staff Development**

- Coaches, models and supports each Literacy Enrichment Instructor through positive reinforcement and Best-Practices
- Makes recommendations for improved curriculum delivery via verbal and written communication
- Hosts an one-hour Weekly Meeting with all Literacy Enrichment Instructor

**Staff Development Documentation**

- Provides all Literacy Enrichment Instructor with copies of all informal observations (weekly) and Literacy Enrichment Instructor Growth Assessment Tools (each trimester)
- Ponies all Literacy Enrichment Instructor Growth Assessment Tools to the Department of Afterschool Programming

**Materials & Documentation**

- Purchases, organizes and distributes all materials needed for the lessons
- Works with Afterschool Director on spending and managing supplies budget
- Documents all expenditures on the provided Supply Expenditures Form

**Communication**

- Communicates with Afterschool Director and Department of Afterschool Programming personnel
- Meets with the Program Specialist during site visits
- Communicates and updates Principal/Administration on the Literacy Enrichment Initiative
- Attends all meetings relative to the Literacy Enrichment Initiative
- Assists Afterschool Director in planning culminating activities/functions
- Aids Afterschool Director in collecting program/student data and documentation (Surveys, Stipend Request Forms, and other requested record keeping)
- Supports director in monitoring early sign-out, conflicting clubs/tutorials and group attendance to facilitate proper group ratios

**OTHER DUTIES:**

- Displays students' work/projects
- Researches additional information on topics that are unfamiliar to Literacy Enrichment Instructor
- Promotes the Literacy Enrichment Initiative to parents, students, school administrators and community
- Substitutes as needed for absent Literacy Enrichment Instructor
- Follows all programming and scheduling requirements: on-site M-TH, 1 hour and fifteen minutes per day during implementation (full-time) or on-site M-W one hour per day during implementation (part-time); 1 hour per week for Weekly Meetings; on/off-site 2 hours of planning per week, for a total of 6 or 8 hours per week.

**All Academic Advisors Must Provide a Time Sheet  
to the Afterschool Director According to Schedule**



**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
Academic Advisor Portfolio Check-List**

School/Site \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_

Academic Advisor \_\_\_\_\_

**Copies of the following:**

**Personnel Information:**

\_\_\_\_\_ Weekly Meeting Agendas

\_\_\_\_\_ Weekly Observation Forms (completed on all Literacy Enrichment Instructors)

\_\_\_\_\_ Instructor Growth Assessment Tools (completed on all Literacy Enrichment Instructors every trimester)

**Fiscal Information:**

\_\_\_\_\_ Afterschool Programming Temporary Employment Forms (Job Action Forms, Payroll Faxes and Personnel Information)

\_\_\_\_\_ Supply Expenditures Forms

\_\_\_\_\_ Photocopies of Receipts

\_\_\_\_\_ Stipend Request Forms

\_\_\_\_\_ Attendance Tracking Forms

\_\_\_\_\_ Book Inventory Forms

\_\_\_\_\_ Enrichment Tool Kit Forms

**Student Information:**

\_\_\_\_\_ Photographs and samples of students' work, projects, and special activities/events (Please do not send in PONY)

\_\_\_\_\_ Newsletters and other communication

**OTHER:** \_\_\_\_\_

**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
Academic Advisor's  
Weekly Meeting Agenda**

School/Site \_\_\_\_\_ Date of Meeting \_\_\_\_\_

Director \_\_\_\_\_ Time of Meeting \_\_\_\_\_

Academic Advisor \_\_\_\_\_

**Literacy Enrichment Instructor in Attendance:** (Full Signature)

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

**Agenda:**

**Reminders:**

**Materials and Supplies Distributed:** YES NO

**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
The Palm Beach County School District  
Department of Afterschool Programming  
Academic Advisor Assessment Tools**

**Weekly Instructor Observation Form:**

- Weekly Observation Form must be completed for each Literacy Enrichment Instructor once a week
- Observation Form should include a brief description of the Literacy Enrichment Instructor's strengths (Rave Reviews) and the Academic Advisor's recommendations for instructional improvement (Opportunities for Growth)
- Literacy Enrichment Instructor must be provided with individual copies of their Weekly Observation Forms
- All Literacy Enrichment Instructor Observation Forms must be placed in the Academic Advisor Portfolio for review by Program Specialists

**Instructor Growth Assessment Tool:**

- Growth Assessment Tool (including the Professional Growth Plan section) must be completed for each Literacy Enrichment Instructor once a trimester (November, February and May)
- All Growth Assessment Tools must be signed and dated by the Academic Advisor and the Literacy Enrichment Instructor
- All Growth Assessment Tools must be distributed as follows:
  - one copy provided to the Literacy Enrichment Instructor
  - one copy placed in the Academic Advisor Portfolio
  - original copy ponied to the Department of Afterschool Programming with attention to the Area Program Specialist
- Each Professional Growth Plan should highlight the strengths of the Literacy Enrichment Instructor while providing recommendations and strategies for professional growth based on best teaching practices
- The final Professional Growth Plan should include a yearly analysis of the Literacy Enrichment Instructor's growth and development
- The final Professional Growth Plan must also include a brief summary of the Literacy Instructor's strengths and their final recommendations for the professional growth of the instructor

**Weekly meetings should reflect the strengths of the Literacy Enrichment Instructor while focusing on best teaching practices for their professional growth**

**Afterschool Literacy Enrichment Initiative (Formerly called Champs)**

**Weekly Observation Form**

**Instructor:**

**Date(s):**

**Instructional Techniques**

Rave Reviews

Opportunities For Growth

**Curriculum Implementation**

Rave Reviews

Opportunities For Growth

**Behavioral Management**

Rave Reviews

Opportunities For Growth

**Professionalism**

Rave Reviews

Opportunities For Growth



## Afterschool Literacy Enrichment Initiative (Formerly called Champs) Instructor Growth Assessment Tool

Instructor:  
Date:

Start Time:

End Time:

School:

Grade Level: K-1    2-3    4-5

Ratio: \_\_\_\_\_(BEG.)\_\_\_\_\_ (END)

**Strength: 4-** Exceeds expectations and requirements; positive impact on the program  
**Satisfactory: 3-** Consistently meets expectations or requirements  
**Developmental Need: 2-** Some improvement required  
**Unsatisfactory: 1-** Considerable improvement required; negative impact on the program

Comments are required if **1's or 2's** are marked in any category

**COMMENTS**

**4**

**3**

**2**

**1**

**Instructional Techniques**

Provides optimum supervision for students' safety at all times in all situations

Creates a positive environment for students

Interacts with students in a respectful manner

Uses positive tone of voice and body language

**Curriculum Implementation**

Starts and ends the initiative on time

Establishes set cooperative learning groups

Follows lesson plans

Incorporates appropriate resources and materials

Transitions students from one activity to another in a calm and timely manner

Encourages all students to participate				
Utilizes effective teaching strategies for presenting all parts of the lesson				
Uses effective reading strategies with proper voice inflection and body language				
Displays knowledge of material presented				
<b>Behavior Management</b>				
Sets clear expectations and defines procedures				
Keeps all students actively engaged and on task				
Uses close proximity and circulates throughout the classroom				
Provides specific praise and positive feedback				
Uses appropriate behavior modification techniques with students				
Demonstrates fairness and consistency				
<b>Professionalism</b>				
Self-motivated and works on personal improvement as a Literacy Enrichment Instructor				
Incorporates Academic Advisor's plans for growth and development				

**Literacy Enrichment Instructor Professional Growth Plan**

**Date:**

**Literacy Enrichment Instructor Signature:**

**Academic Advisor Signature:**

**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
The Palm Beach County School District  
Department of Afterschool Programming  
Supply and Book Information**

**Book Inventory:**

- Original book sets will be issued and inventoried by the Afterschool Director.
- Sets will be transferred to the Academic Advisor and they will be responsible for distributing and collecting them as needed.
- Book Inventories must be done in August, January and May.
- A copy of the January and May Book Inventory needs to be ponied to the Department of Afterschool Programming.
- Original copies should be kept in the Literacy Academic Advisor's Portfolio.
- Books should be placed into the original crates and stored in a secure area when not in use.

**Enrichment Tool Kit:**

- All enrichment materials will be distributed by the Department of Afterschool Programming.
- Enrichment Tool Kit Inventory must be completed by the Afterschool Director and placed in the Academic Advisor's Portfolio.
- All enrichment materials must be signed out by individual Literacy Enrichment Instructor.
- Materials must be made available to all Literacy Enrichment Instructor and should be used for professional development support during Weekly Meetings.
- Lost or damaged materials will not be replaced.

**Materials and Supplies:**

- Materials and supplies will be necessary for implementation of activities in the Afterschool Literacy Enrichment Initiative's (Formerly called Champs) curriculum.
- Afterschool Program sites will receive \$150.00 per group for materials and supplies in October. (based on need)
- Expenditures for materials and supplies must be recorded on the Supply Expenditures form and placed in the Academic Advisor's Portfolio.



**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
Book Inventory  
2009-2010**

**School/Site Name:** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_

Theme and Title of Book	Total # of Books	Total # of Books	Total # of Books
	August	January	May
<b>Wild Weather</b>			
Thunderstorms			
Wild Weather: Lightning!			
Do Tornadoes Really Twist?, Questions and Answers About Tornadoes and Hurricanes			
Hurricanes Have Eyes But Can't See, And Other Amazing Facts About Wild Weather			
<b>Colonial Times</b>			
If You Sailed on The Mayflower in 1620			
If You Lived at the Time of Squanto			
Samuel Eaton's Day, A Day in the Life of a Pilgrim Boy			
Sarah Morton's Day, A Day in the Life of a Pilgrim Girl			
<b>Westward</b>			
Lewis and Clark and Me, A Dog's Tale			
If You Lived with the Sioux Indians			

<b>Thanksgiving</b>			
If You Were at the First Thanksgiving			
<b>Westward Continued</b>			
Knots on a Counting Rope			
If You Traveled West in a Covered Wagon			
<b>Inventors</b>			
Albert Einstein			
Alexander Graham Bell			
Marie Curie			
Thomas Edison			
<b>Science</b>			
What's the Big Idea Ben Franklin?			
What Makes the Light Bright?, Mr. Edison			
Can You Fly High Wright Brothers?			
Did It Take Creativity to Find Relativity, Albert Einstein?			
<b>Habitats</b>			
City Park- Habitats			
Swampland- Habitats			
Douglas Fir- Habitats			
Arctic Tundra- Habitats			
<b>Countries</b>			
China- Look What Came From...			
Mexico- Look What Came From...			
Egypt- Look What Came From...			
Austria- Look What Came From...			
<b>High Interest</b>			
The Brooklyn Bridge			
The Chunnel			
Kansai International Airport: Airport in the Sea			
The International Space Station			





**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
The Palm Beach County School District  
Department of Afterschool Programming  
Literacy Enrichment Instructor Roles and Responsibilities**

**REQUIREMENTS:**

- Hired and cleared by existing Afterschool Program

**Roles & Responsibilities:**

**Implementation**

- Implements the Afterschool Literacy Enrichment Initiative (Formerly called Champs) for 33 weeks, four days a week, one hour a day
- Starts and ends the implementation hour at regularly scheduled time
- Enhances lessons by utilizing engaging Hooks
- Monitors and circulates throughout the classroom during the implementation hour to check for student understanding
- Prepares for upcoming lessons by pre-reading the lessons and the read-aloud books
- Researches upcoming lesson topics to build background knowledge

**Professional Development**

- Attends all mandatory trainings held by the Department of Afterschool Programming
- Participates in all Weekly Meetings hosted by the Academic Advisor
- Utilizes strategies taught at mandatory trainings and Weekly Meetings
- Exercises behavioral management policies set forth by Afterschool Program and/or school
- Establishes daily routines, expectations and procedures in the classroom
- Engages in active learning conversations with Program Specialist, Academic Advisor and Afterschool Director
- Implements new strategies and ideas recommended by key personnel
- Reviews all written feedback and takes self-initiative to improve instructional delivery

**Materials and Supplies**

- Organizes materials and supplies necessary to implement the Literacy Enrichment Initiative's lessons
- Notifies Afterschool Director and Academic Advisor when materials and supplies are low
- Displays pre-made samples of completed activities when possible

**OTHER DUTIES:**

- Supports Afterschool Director in monitoring students who consistently enter late and/or leave early (to participate in clubs, tutoring, etc.)
- Assists Afterschool Director and Academic Advisor in planning culminating activities/functions and displaying students' work/projects
- Promotes the Literacy Enrichment Initiative to parents, students and community

**All required documentation must be in place in order to receive stipends (Stipend Agreement Form, Personnel Form, as needed: W-9 Form)**



**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
Personnel Information Form**

Date Trained: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

School/Site \_\_\_\_\_

Permanent Address:

\_\_\_\_\_, FL \_\_\_\_\_  
STREET CITY ZIP

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Please attach when applicable:  
Completed W-9 Form  
Stipend Agreement Form

**ADMINISTRATION INFORMATION**

Circle One: New or Returning \_\_\_\_\_ Years  
(if returning, include number of years with Literacy)

Circle One: Academic Advisor    Director    Instructor



Instructor Name \_\_\_\_\_

Site/School \_\_\_\_\_

Training Date \_\_\_\_\_

I \_\_\_\_\_ , agree to teach the Afterschool Literacy Enrichment Initiative (Formerly called Champs) for one hour a day, four days a week, for a period of thirty-three weeks. I understand that a \$200 stipend will be paid three times a year after each 11 week period.

- I understand that I must attend all mandatory trainings in order to receive the Literacy Enrichment Initiative's stipend that is paid after each 11 week period.
- I understand that missing more than 4 days during an 11 week period will result in forfeiting my stipend.
- I understand that if I leave the program for any reason, I will automatically forfeit my stipend.

**Signature** \_\_\_\_\_  
(Literacy Enrichment Instructor)

**Verified By** \_\_\_\_\_  
(Afterschool Director)

**Afterschool Literacy Enrichment Initiative  
(Formerly called Champs)  
Attendance Tracking Form**

School/Site \_\_\_\_\_

Literacy Enrichment Instructor's Name \_\_\_\_\_

Circle One: Sept. 14-Nov 24      Nov. 30- Feb 25      Mar 1- May 20

Total # of Times Absent: \_\_\_\_\_

#	DATE	ABSENT INSTRUCTOR	GRADE LEVEL	AA/DIRECTOR SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				



## Afterschool Literacy Enrichment Initiative

### Stipend Request Form

**School/Site:** \_\_\_\_\_

**Director** \_\_\_\_\_

**Please Circle: First Trimester      Second Trimester      Third Trimester**

Any recently trained instructor will receive a stipend based on their training date.

<b>Name of Instructor</b>	<b>Date Trained</b>	<b>Director's Signature</b>	<b>Program Specialist's Verification</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			