

# West Carroll Board of Education

## Administrative Procedure

Required by:

Descriptor Term:

Approved:

**After-school Programs**

11/30/2015

In the absence of state or federal grants or programs dedicated to providing funding for after school programs, The Director of Schools will determine if general purpose funds are available to provide these services. If sufficient funding exists, the Director will establish a budget for funding salaries and benefits packages to compensate staff.

The Director may designate a district coordinator to implement after-school programs.

1. The Director of Schools establishes a total district budget for after-school programs. Each school will be allocated an equitable portion of the budget as determined by an assessment of enrollment and need.
2. Each building principal will evaluate the needs of his or her student population. The needs assessment should include procedures for securing the input of a variety of stakeholders. Each building principal will then submit to the Director or his or her designee a prioritized list of programs.
3. The District Program Coordinator will develop a specific program list and budget for each building. The coordinator and building principal will review the budget and concur on a final version of each building's budget.
4. Each building principal will recruit personnel to staff each program designated in his or her after-school programs budget. Building principals will determine the specific criteria which will be used to select staff for each position. Criteria should include, but may not be limited to:
  - Consideration of certification and experience in the applicable grade level and subject matter appropriately related to the after-school program;
  - A demonstrated history of competence in the areas of self-starting and self-directing programs management, and time management; and
  - Dedication to the delivery of services.

Each principal will submit the names of staff members selected to facilitate each specific program to the district program coordinator.

5. The district program coordinator will develop applicable guidelines for facilitating after-school programs. Procedures may include but not necessarily limited to:
  - Content and/or objectives for each program;
  - A list of duties or expectations for administering programs;
  - Procedures for documenting facilitation of programs, service records, and time spent on task;
  - Submitting the required documentation for payment of services.

Input from building principals may be solicited in the development of these procedures.

6. Each building principal will supervise the implementation of programs in his or her building and the fidelity of implementation. The district program coordinator may consult and review supervisory activities.
7. Upon the completion of the project, each program facilitator will submit the required documentation to the building principal for review and approval. Upon approving the documentation, the building principal will forward the documentation to the district coordinator for final review and approval. Upon final approval, the district coordinator will contact the payroll department to arrange for payment of services.
8. The district coordinator will maintain records of after-school services provided in accordance with standard account guidelines.